

**LAZYBROOK/TIMBERGROVE
SUPER NEIGHBORHOOD COUNCIL
BY-LAWS**

Article I – Name

The name of the Council shall be the Lazybrook/Timbergrove Super Neighborhood Council.

Article II – Boundaries

The Lazybrook/Timbergrove Super Neighborhood is generally bounded by White Oak Bayou to HL&P line to Dan St. to West 12th St. to Durham Dr. as eastern boundary; MKT rail yard as southern boundary; Hempstead Hwy. to Magnum Rd. as western boundary; and HL&P liner (north of Sherwood Dr.) as northern boundary.

Article III – Definitions

The following definitions pertain to terms contained within the Lazybrook/Timbergrove Super Neighborhood By-Laws:

Super Neighborhood – shall refer to the conglomeration of smaller, contiguous communities grouped together that fall within the boundaries set forth in Article II above.

Super Neighborhood Council – shall refer to the group of delegates appointed in the manner stated in these By-Laws to represent the stakeholder organizations existing within the Super Neighborhood boundaries cited in Article II above, including but not limited to civic associations, non-profit organizations, faith-based institutions, school districts, and/or businesses.

Stakeholders – shall refer to the residents and/or organizations situated within the Super Neighborhood boundaries cited in Article II above, including but not limited to, civic associations, non-profit organizations, faith-based institutions, school districts, and/or businesses.

Active and Participating Stakeholder Organizations – shall refer to those stakeholder organizations appointing a delegate in accordance with these By-Laws to represent their community or organization on the Super Neighborhood Council.

Delegate – shall refer to the individual(s) appointed as designated stakeholder representative(s), in the manner set forth in these By-Laws.

Quorum – a quorum of the Council shall consist of one-third (1/3) of the duly designated Council delegates.

Article IV – Purpose

Section 4.1 – The Lazybrook/Timbergrove Super Neighborhood Council is organized for charitable, civic, educational, cultural, and general community improvement purposes (as more fully stated in Section 4.2), including one or more of the purposes specified in Section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code. An application may be filed with the Internal Revenue Service for the 501(c)(3) or 501(c)(4) non-profit status, if and when so determined by the Council. The general purpose and power of the non-profit corporation, once established, is to have and exercise all rights and powers conferred on non-profit corporations under the Texas Non-Profit Corporation Act and other laws of Texas, of those powers which may hereinafter be conferred.

Section 4.2 –The general purposes for which the Lazybrook/Timbergrove Super Neighborhood Council is organized shall be to promote the civic betterment and social welfare and well-being of those residents, business and property owners, and other stakeholder groups within the boundaries of the Super Neighborhood, and to promote and engage in activities for the use and benefit of all stakeholders within the Super Neighborhood, including but not limited to, (i) to seek a consensus and provide citizens with opportunities to advise the Houston City Council, Mayor’s Office and other entities on issues important to the Super Neighborhood; (ii) undertake a wide range of neighborhood improvement projects determined by members; and (iii) with cooperation from the City of Houston, identify and develop solutions to mutual problems, and develop Super Neighborhood Action Plans (SNAP) to address them.

Article V – Membership

Section 5.1 – The Lazybrook/Timbergrove Super Neighborhood Council shall be governed by a Council composed of the duly designated stakeholders, or delegates from eligible organizations such as civic associations, non-profit organizations, faith-based institutions, school districts, and/or businesses that are stakeholders in the Lazybrook/Timbergrove Super Neighborhood area.

Section 5.2 – Participation in the Lazybrook/Timbergrove Super Neighborhood Council shall not be limited by the imposition of membership requirements or fees either by the Super Neighborhood Council or participating organizations.

Section 5.3 – The Lazybrook/Timbergrove Super Neighborhood prohibits the exclusion of any individual or organization based on race, age, creed, color, religion, gender, sexual orientation or national origin from participating in super neighborhood council activities or serving as a council member.

Section 5.4 – It shall be the right of any stakeholder within the super neighborhood to be represented.

Article VI – Council Seats

Section 6.1 – A delegate to the Council must be a designated stakeholder representative of the organization they represent. All residential delegates shall live within and/or own residential property within the boundaries of the Super Neighborhood.

Section 6.2 – The number of seats and the manner in which they are elected may be amended in the same manner as the By-Laws may be amended.

Section 6.3 – Each seat on the Super Neighborhood Council shall be allowed one vote which shall be cast by the stakeholder, delegate, or in his/her absence, by a designated alternate. Each represented delegate on the Lazybrook/Timbergrove Super Neighborhood council shall provide the Council written authorization from their stakeholder organization indicating their election or appointment as a delegate and the name, if possible of their alternate delegate(s).

Section 6.4 – The Lazybrook/Timbergrove Super Neighborhood Council shall initially consist of the following active and participating stakeholder organizations, each having the number of Council seats indicated in parenthesis after its name below:

Brookwoods Estates Civic Club (1)

Hidden Lakes Homeowners Association (1)

Lazybrook Civic Club (2)
Timbergrove Court Homeowners Association (1)
Timbergrove Manor Civic Club (2)
Timbergrove Manor Neighborhood Association (1)
Timbergrove Terrace Homeowners Association (1)
Woodbend Grove Homeowners Association (1)

Article VII – Officers

Section 7.1 – The elected officers of the **Lazybrook/Timbergrove** Super Neighborhood Council shall be the President, Vice President, Recording Secretary, Correspondence Secretary, and Treasurer. The Executive Committee shall constitute the elected officers of the Super Neighborhood Council.

Section 7.1.1 – The Executive Committee may schedule and convene executive meetings between meetings of the Council, and shall act on the Council’s behalf to approve and set policies, evaluate projects, communicate with City government and City Council members, communicate with the Super Neighborhood Liaison, promote participation in City governance, and establish committees to carry out these and other functions as needed.

Section 7.2 – The President shall preside over all general meetings and any executive committee meetings. The President shall have the authority to conduct meetings and to maintain order.

Section 7.3 – The Vice President shall preside at meetings in the absence of the President. This office shall assist the President and shall perform various duties.

Section 7.4 – The Recording Secretary shall keep an accurate record of proceedings of all meetings, act as custodian of current records, and file and maintain up-to-date membership lists and attendance records, including any lists or records generated through email and other computer-based sources.

Section 7.5 – The Correspondence Secretary shall review and attend to all in-coming and out-going correspondence of the Council, including correspondence generated through email and other computer-based sources, and shall assume the duties of the Secretary in his/her absence.

Section 7.6 – The Treasurer shall keep an up-to-date record of all financial transactions, receive all money and deposit funds in the bank. This officer shall disburse money as authorized by the Council. The Treasurer shall present a report of finances at each general meeting of the Council. Checks disbursed shall contain the signatures of two of the following: President, or Vice President, and the Treasurer.

Section 7.7 – New officers shall be elected to 2-year terms at the last business meeting of the calendar year and they shall take office at the first business meeting of the next calendar year.

Section 7.8 – Officers may serve two (2) successive 2-year terms.

Section 7.9 – All officers shall be elected by a simple majority quorum of the Council.

Section 7.10 – A vacancy in an office shall be filled by a special election by a quorum of the members of the Council. Officers elected to fill vacancies shall assume office at the first meeting following their election and shall hold office until the next regular election of officers.

Section 7.11 – Any officer who fails to meet the obligations and responsibilities of their office may be removed from office by a two-thirds (2/3) majority vote of the Super Neighborhood Council.

Article VIII – Committees

Section 8.1 – Committees shall be established or abolished by the Council.

Section 8.2 – The committee members shall appoint the committee chairperson.

Section 8.3 – Committee chairpersons and committee members need not be Council members, however, they must be a stakeholder, a representative of a stakeholder organization or potential stakeholder organization, and must be approved by the Executive Committee. Committee members may be removed by the Executive Committee.

Article IX Meetings

Section 9.1 – Meetings of the Super Neighborhood Council shall be held at a time and place to be designated by the Council. A quorum is required for the transaction of business at a meeting. All Super Neighborhood Council activity will be conducted in open meetings where community stakeholders may observe discussions and participate under defined circumstances.

Section 9.2 – In the event that a meeting falls on a legal holiday, the time and date of the general meeting shall be set by the president at the preceding meeting with the consent of Council.

Article X – Procedures

Section 10.1 – The most current edition of Robert’s Rules of Order shall be the guide for procedure in all points of order not covered by the By-Laws.

Section 10.2 – The Council may adopt such Rules and Procedures as it reasonably believes are necessary to govern the affairs of the organization and its committees.

Article XI – Amendment of By-Laws

These By-Laws may be amended from time to time on an as needed basis by resolution in writing, presented at a meeting of the Lazybrook/Timbergrove Super Neighborhood Council, read, posted, and approved by a two-thirds (2/3) majority vote at the meeting at which a quorum is present, provided that the language of the proposed amendment is presented, in writing, to all members of the Council, at least two weeks prior to the meeting at which the amendment is considered.

Revised and submitted to the COH Department of Neighborhoods on April 13, 2018