

The Duck Island Block Club Bylaws

Our Mission Statement

The mission of the Duck Island Block Club is to: promote the living, business, and cultural climate and fabric of the traditional neighborhood of Duck Island for those who are residents of this block club service area.

This Service Area is defined as:

Duck Island is the area bounded: on the west by the Red Line rapid tracks (from W25th Street at Monroe to Franklin Rd hill); on the north by Franklin Road, Carter Road and the foot of the hill between Carter and Lorain; on the east and south by the railroad tracks (from the west end of the Lorain-Carnegie Bridge to W25th); on the south by W25th (from the railroad tracks to Monroe.)

Meetings

The Duck Island Block Club has historically met and will continue to meet at a location designated by the block club. There will be at least 6 regularly scheduled meetings. The **date**, **time**, and **frequency** will be at the discretion of the block club, based on necessity.

The Responsibility

The main responsibility of this Block Club is to **facilitate** information, **align** with neighborhood processes, **engage** residents to collectively work for the common good, and **address** concerns which affect the neighborhood.

Roberts Rules

The block club will execute its meetings under the Robert's Rules of Order and the contents of this document.

Community Development Corporation

The Duck Island Block Club acknowledges it's affiliation with the Tremont neighborhood as defined by the City of Cleveland.

Officers

The core officers of this organization shall be the Chairperson, Co-Chair and the Secretary. The club may elect an Ex-officio representative.

Co-Chair and/or a facilitator positions are established to designate responsibility in the absence of the Chair person.

Position descriptions and responsibilities are as follows:

Chairperson-voting membership shall be the electors of this office. The term for this office will be for a period at least 1 year. This person shall:

- Coordinate monthly meetings
- Maintain order and procedure at monthly meetings
- Be the contact person for the Block Club for the City of Cleveland and all of it's activities
- Set and Facilitate the monthly meeting Agenda
- Select or approve guest speakers for meetings
- Call for an adjournment
- Maintain all official Block Club documentation and records of interest.

Secretary-Voting membership shall be the electors of this office for a period of at least 1 year. This person shall:

- Keep and document meeting minutes (within 2 weeks of the meeting).
- Keep attendance records and update membership and voting roles.
- Compose monthly updates, and other Block Club documents
- Maintain a secondary set official Block Club Documentation.

The ex-officio shall be selected by the Club to speak regarding block club directives. The voting membership shall be electors of this office for a period of at least 1 year.

- Sit on the board of directors of Tremont West Development Corporation.
- Report to the Block club on all actions affecting Duck Island service territory.
- Sit on other boards recognized and approved by the block club membership.

The Co-Chair shall be a Block club member with voting rights. All duties and responsibilities as they relate to meetings only shall be the responsibility of this office in the absence of the Chair person.

A Facilitator can be selected to run the meeting in the absence of Chair and Co-Chair. This person can also be designated at a prior meeting when Chair or Co-Chair is known to be absent from the next meeting.

Officers should strive to be in attendance 30 minutes prior to the start of the meeting to go over agenda, welcome guests, and provide any set-up necessary.

The Election of Officers shall take place during the last regularly scheduled meeting of the year, or by special election as approved by membership.

Membership and Participation

DIBC Member... is any resident with the block club service area. That resident must be 18 years of age and can provide proof of residency.

The Duck Island Block Club extends membership to those owning land in and owners of small businesses here in Duck Island.

The Duck Island Block Club also recognizes the need to partner with certain entities within its service areas and therefore extends non- voting membership to **Larger Businesses, Institutions, and Non-Profits** organizations. These entities:

- Can send a representative and participate in monthly meetings
- Request to be added to the agenda to address matters of mutual importance

Elected **Officials**, City Officials, Community Development Corporations (CDC), TWDC Board Members, Second district Police, Media, and other block club officers, **all have an open invitation** attend our monthly meetings, as a non member.

Other parties are considered to be **Guests** and must request a place on the agenda for a specific topic area, and can only participate in the discussion of that particular topic.

All members are required to sign the Sign-In Sheet. All Guests are encouraged to sign in.

Voting

Voting in the Duck Island Block Club is determined by membership and participation, and is only open to the member of the block club service area who has attended at least 2 meetings during the prior year, each year.

The block club Secretary shall maintain a monthly active roster of the voting membership and monthly eligibility. The Secretary can challenge any member on his/her voting rights. In absence of the Secretary, The Co-Chair/facilitator shall maintain monthly eligibility logs.

Quorum according to Roberts Rule:

- Shall be considered a majority of the membership present
- By-law Acceptance by a majority of the membership present
- By-Law Amendments need a special quorum of 75% of the current voting membership at that specific time.
 - Amendments to this By-Law document require 30 days prior notice to voting membership
 - A 2/3 majority with Special Quorum shall be required

- New By-laws go into effect at the next Block club meeting

Vacancies-The voting block club membership shall elect a member to fill vacancy to an officer seat. The new officer shall only fulfill the current term.

Policies & Procedures

The Duck Island Block Club aligns itself with the City of Cleveland's guidelines which allow for the creation of internal policies, procedures and other neighborhood processes by its membership.

Approved: 04-01-14

Ratified and Enacted: June 3,2014

Lincoln Heights/Scranton-Starkweather Block Club
Bylaws

Mission Statement-

The mission of the Lincoln Heights/Scranton-Starkweather Block Club is to maintain and improve the living, business, and cultural conditions for the **residents** of the Lincoln Heights/Scranton-Starkweather block club service area.

Lincoln Heights/Scranton-Starkweather Block Club Service Area-

Scranton Rd. / Wiley Ave. north to Fairfield Ave. / Train Ave., south to Branch Ave. / Barber Ave. West to the East Side of W. 25th St. and East to the West Side of I-71.

Meetings-

The Lincoln Heights/Scranton-Starkweather Block Club will meet at the location designated by the block club. The date and time will be at the discretion of the block club.

The block club will execute its meetings under Robert's Rules of Order and this said document.

Officers-

Chairperson - The voting membership of the block club shall be the electors for this office.
The elected term for this office will be for a period of 12 months.

Responsibilities – A) Coordinate monthly meeting agendas.
B) Maintain Order and procedure at monthly meetings.
C) Contact person for the block club.
D) Spokesperson for the block club to outside organizations and City Officials.
E) Maintain all official block club documentation and petty cash on hand.

Secretary - The voting membership of the block club shall be the electors for this office.
The elected term for this office will be for a period of 12 months.

Responsibilities – A) Keep and document meeting minutes (within 10 days of monthly meeting)
B) Keep attendance records and update membership & voting roles monthly.
C) Compose monthly Inside Tremont Newsletter updates. (Within 48hrs.)
D) Compose all block club correspondence approved by the membership.
E) Maintain a secondary set of all official block club documentation.

Ex-Officio - The block club may elect a representative to speak regarding block club directives.
The voting membership of the block club shall be the electors for this office.
The elected term for this office will be for a period of 12 months.

Responsibilities – A) Sit on the Board of Directors of Tremont West Development Corporation.
B) Report to the block club on actions of the TWDC board affecting our territory.
C) Sit on other boards recognized and approved by the block club membership.

Facilitator - The block club will choose a monthly meeting facilitator to run the meetings.
The member shall be designated at the prior monthly meeting.
The monthly meeting facilitator shall be a block club member with voting rights.

Responsibilities – A) Call monthly meetings to order.
B) Facilitate the monthly meeting agenda.
C) Call for adjournment.

All Officers and the Monthly Facilitator shall be required to be in attendance 30 minutes prior to the start of the monthly meetings to go over the monthly agenda and to provide setup of hall.

