



BYLAWS

MISSION STATEMENT

The mission of the North of Literary Block Club (NOLBC) is to maintain and improve the living, business, and cultural conditions for the residents and businesses in the NOLBC area.

CONSTITUENT GROUP

NOLBC is a Constituent Group as that term is defined in Article VII of the Tremont West Development Corporation's (TWDC) Code of Regulations, and NOLBC hereby adopts the mission and goals of TWDC as stated therein.

AREA BOUNDARY OF NOLBC

The area bounded on the:

- South and East by Literary Road (between W.3rd Street and W.11th Street), by Mahoning Avenue. (between W.3rd Street and the Cuyahoga River) and by Kenilworth Avenue (between W.11th Street and Interstate 90. Note: parcels with frontage on the Kenilworth boundary between W.11th and W.14th are intrinsic to Lincoln Park and are governed by that block club.)
- West by Interstate 90 (between Kenilworth Avenue and Fairfield Avenue), by Fairfield Avenue (between I-90 and the Norfolk & Southern (N&S) railroad tracks) and by the N&S railroad tracks (between Fairfield Avenue and the Cuyahoga River.)
- North by the Cuyahoga River (between the N&S railroad tracks and Mahoning Avenue.)

MEMBERS, VOTING MEMBERS and GUESTS

A **Member** is any person 18 years of age or older who permanently resides within, owns a business within or owns land within the Area Boundary of NOLBC. Members also include all persons who are, at the date of the adoption of these Bylaws, considered Members. Members may attend meetings, party meetings and other events, and take part in discussions and initiate discussion of a particular topic.

Persons 18 years of age or older who permanently reside, own a business or own land within an adjacent block club's area boundary may attend as Guests and may become Voting Members upon satisfaction of the attendance requirements.

A **Voting Member** is any Member who has attended three meetings of NOLBC within the prior (rolling) twelve month period. Voting privileges begin at the third meeting attended. Voting Members have the same participation privileges as Members and, in addition, can vote, make or second motions and nominate or second candidates for officers.

In addition to attendance at any of the twelve regularly-scheduled meetings, one of the three required meetings can be satisfied by any one of the following in a rolling twelve month period:

- Attendance at the TWDC Annual Meeting
- Volunteering with NOLBC for a special event (such as but not limited to Riversweep, the Holiday Food Drive, or a race/water stop team)
- Participating on a TWDC Committee.
- Submitting a proxy vote (see voting section below) when unable to attend a meeting
- Notifying the co-chairs (via email in advance of the meeting) of circumstances that reasonably would prohibit attendance at a meeting

It is the Member's / Voting Member's responsibility to request and confirm credit for any of the above alternate attendance options with the Co-Chair. Determination of credit for individual volunteering/ participating effort is evaluated by and at the discretion of the Co-Chair.

Each Voting Member shall have one vote. Each business or commercial property owner, where the owner does not reside on the property, may designate one representative as a Member.

Any Voting Member who does not attend at least three meetings of NOLBC in any twelve month period shall then be allowed to attend NOLBC meetings in Member status only until re-qualifying as a Voting Member.

A **Guest** is any person other than a Member or Voting Member in attendance at a NOLBC meeting or event. Guests must sign the sign-in sheet at each meeting they attend and introduce themselves as such during the introductions portion of the meeting. Guests may take part in discussion at the pleasure of the Chair/Co-Chairs of the meeting, but without voting rights, and without right to make or second motions or initiate discussion of a particular topic. Guest attendance at any Party Meeting of NOLBC is by invitation or approval only by the Chair.

MEETINGS, QUORUM, VOTING, RULES OF ORDER

Meetings.

NOLBC meets twelve times per year on the 3rd Tuesday of each calendar month, unless otherwise notified. Every meeting of NOLBC must be conducted either by a Chair or Secretary of NOL. Two of the twelve meetings are designated as Party Meetings which may, at the Chairs' discretion, include limited business items. Elections of NOLBC officers are held at the January meeting.

Quorum.

At any meeting of NOL, a quorum of seven Voting Members, which must include a Chair and a Secretary, is necessary in order to conduct any business. Action or votes may not be taken without a quorum present.

Voting.

Voting must be in person at a meeting, with the exception that a Voting Member may vote by proxy by having delivered to the Chair, prior to the beginning of any meeting, via email or via hard copy correspondence, a statement to the effect that the Voting Member authorizes another specifically named Voting Member (who must be present at the meeting) to cast a vote for the absent Voting Member on a specific issue being voted upon. At their discretion, a Co-Chair may serve as a proxy. It is the Voting Member's responsibility to timely make and confirm the proxy request with the Co-Chair.

Rules of Order.

Every meeting of NOLBC shall be conducted in a manner generally consistent with Roberts Rules of Order. The Rules of Order are a guideline from which the Chair has wide discretion.

EXPELLING A MEMBER; APPEALING A DECISION

Replace and Officer, Expel a Member.

A Member may be expelled, or an Officer may be replaced for the following reasons: death; resignation; ineligibility to serve because of location of residence; involuntary removal from Membership or office. Involuntary removal is effective when 1.) a valid reason for removal is cited and a motion is made by a Voting Member and seconded by another Voting Member which motion must be passed at the meeting at which it was made by at least a majority of the Voting Members present at that meeting, and 2.) the expulsion or replacement is noticed to the membership, is an action item at the following month's meeting, and is discussed and passed by a minimum two-thirds vote of all of the Voting Members present (or proxy voting) at that meeting.

Appealing a Decision.

An appeal from any decision of the Chair may be taken by any Voting Member upon motion made and seconded by another Voting Member immediately after the ruling being appealed. A vote shall be taken without discussion upon the motion and if the motion receives a majority vote of the Voting Members present at that meeting the decision of the Chair is overruled and the business of the meeting shall proceed as if the ruling in question had not been made.

NOTIFICATION, NOTICES

Meetings: The time and location of the next meeting shall generally be announced at the previous meeting. Meetings may also be announced via mailed or hand-delivered postcards/flyers, and/or via email.

Development/Construction: Any development/construction that needs to be reviewed by and voted on by NOLBC must bring the necessary presentation materials, including the site plans and letter of nonconformance, to the scheduled block club. In addition, electronic versions of the site plans and letter of nonconformance must be submitted to NOL Block Club co-chairs and Tremont West Development Corporation (TWDC) no later than the Tuesday prior to the meeting (7 days). Failure to comply will result in removal from the agenda. Any issue to be voted on, including but not limited to those that have to do with a development, building, business or vacant lot, must be noticed to the adjacent, rear, and across-the-street residents. Such notice can be made by personally delivering the postcard or by leaving the postcard by or in the vicinity of the door and must be done no later than the Friday preceding the meeting.

Membership List: the membership email distribution list and mailing list is maintained by TWDC. Members shall provide and update information as necessary in order to receive notices.

OFFICERS and VOLUNTEERS

Officers.

The following Officers shall be elected at the January meeting: Two (2) Co-Chairpersons and up to two (2) Co-Secretaries. Officers hold office until elections are held during the following January meeting. Each Officer must be a Voting Member of NOLBC and remain so during the term of office. During elections, Officers must be nominated from the floor by a Voting Member, with another Voting Member's second required. Officers shall serve without pay. In the event an Officer position becomes vacant, an election for that position shall be held at the next regularly-scheduled meeting.

Volunteer Coordinators.

Three (3) volunteer coordinators shall be sought and established at each January meeting to serve until the following January as follows:

Two (2) sign in/ membership list coordinators

One (1) development/construction flyer distributor.

Adopted 05-19-2015
Amended 11-18-2016

DUTIES OF OFFICERS and VOLUNTEERS

The **Chair** shall conduct all meetings of NOLBC as set out herein, enforce order, prepare the agenda for each meeting, compose and send correspondence on behalf of NOLBC, coordinate with TWDC, establish committees and members thereof, and appoint members to perform such tasks as the Chair and/or the membership deem proper including, but not limited helping hand distribute and deliver postcards/fliers.

The **Secretary** shall keep minutes of every meeting of NOLBC. Meeting minutes may be distributed for review/approval via email in advance of the next meeting and/or via hard copy distributed at the next meeting. The secretary shall also compose brief meeting notes for publication in the Tremont News within publishing deadlines.

Coordinators: The sign-in / membership list coordinators shall accurately record the names of every Member, Voting Member or Guest in attendance at a meeting, shall update the Voting Member roster monthly as needed and shall record Member/Voting Member use of the alternate meeting attendance options described above. . In addition the Coordinator shall keep, in coordination with TWDC, a current list of the membership complete with name, address, telephone number and email address and the dates of attendance of each Member. The membership list shall be used for NOLBC business only. The Coordinator will delete from the membership lists any Member, Voting Member or Officer who, by general knowledge or actual notice, has become ineligible to remain as such. Upon such deletion, those deleted may attend NOLBC meetings in Guest status only.

The construction/development flyer coordinator shall assist in flyering the properties affected by construction/development within the required timeframe in the Notification section above.

AMENDMENT TO BYLAWS

These bylaws may be amended by a vote of two-thirds of the Voting Members in attendance at a Meeting at which bylaw amendments are voted upon. Any meeting at which bylaw amendments are voted upon must be noticed to all members of NOLBC.

MONEY

TWDC is the keeper of the funds of NOLBC, and the Co-Chairs shall inquire from time to time and report to the membership as to the amount of funds currently available. The disbursement of any of the funds of NOLBC shall be by the Chairs in coordination with TWDC. NOLBC may acquire funds either by donation, grant, or fundraising. Funds may be disbursed, among other reasons, for reimbursement to Members, or to non-Members, or for items purchased for NOLBC purposes.