

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.

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

Revised: March 5, 2019

Duck Island Block Club | Neighborhood Process Guidelines

I. Introduction:

These guidelines establish the process by which the Duck Island Block Club (DIBC) reviews and responds to the various commercial and residential development projects that come before the DIBC. The guidelines seek to accomplish the following:

1. Establish step-by-step procedures for property owners, developers, contractors, and others seeking DIBC support, thereby creating a fair and predictable process for them to follow.
2. Ensure that the residents of Duck Island, the block club and the immediate neighbors have a voice in the matter.

II. Our Neighborhood Process:

Individuals, organizations, developers, and others seeking approval, support, or endorsement of any development projects or other projects within Duck Island are encouraged to follow this process:

1. Contact the Duck Island Block Club (DIBC) chairperson or co-chairperson and request to be placed on the agenda for the next DIBC meeting.
 - a. Meetings occur on the first Tuesday of the month.
 - b. A request to be on the agenda must be received on the prior Tuesday at the latest.
 - i. This is to allow time for notice of the meeting and its agenda items to be made to DIBC constituents.
 - c. The DIBC and/or TWDC community organizer shall hand-flyer the properties immediately adjacent to (to the side of, in front of, behind, cattycorner to, etc.) the project location. Additional flyering may occur at DIBC's discretion. Flyering and agenda publication occur in the week prior to the meeting.
 - i. This is to ensure those most affected by the project are aware of its pending discussion.
2. Attend the meeting and present your project or proposal.
 - a. Bring handouts or prepare a presentation so that your project will be clearly understood. You are encouraged to include:
 - i. A scaled, engineered site plan or survey showing the project footprint, property lines, front, rear and side setbacks, driveways, sidewalks, adjacent buildings and properties, etc.
 - ii. A drawing or aerial view showing the project location, including adequate surrounding context.
 - iii. Exterior elevations and renderings; floor plans.
 - iv. A clear explanation of the needed variances (what is required and what is proposed.)
 - v. Context photos or drawings showing how the project fits within its larger environment.
3. Tell the block club what action you are seeking and, if applicable, request a vote.
 - a. You may request, for example:
 - i. a letter of support to the Board of Zoning Appeals (BZA), and/or a letter of support to TWDC.
 - ii. to revise your proposal based on the discussion and return the following month for re-presentation and a vote.
 - iii. a vote for conceptual support, to be followed by a second presentation to provide additional information, address concerns and obtain a vote of final support.
4. Obtain written documentation of the vote.
 - a. The DIBC chairperson or co-chair will author a letter to BZA, TWDC and/or other applicable party documenting DIBC's vote on the project.

III. Additional Notes and Suggestions:

1. Two-step process option:
 - a. Petitioners are encouraged, but not required, to engage the DIBC in a two-step process: Attend one meeting to present your project conceptually, and return the following month (with response/revisions, if any, to concerns) for a vote of support. This may help to avoid evaluation of the project by committee (see below). This is recommended for large, complex or sensitive projects.
2. Neighborhood Committee:
 - a. For projects that are complex, large or sensitive in nature, the DIBC may (but is not obligated to) convene a committee of block club members to evaluate the project in more detail, further investigate neighborhood circumstances, perform adjoining neighbor interviews and make a recommendation to the block club. Such committee shall be established by motion and vote at a block club meeting.
3. Neighbors' Endorsement:
 - a. Those seeking DIBC support are encouraged to contact the projects' immediate neighbors directly and obtain their support. Provide evidence of this in the presentation to DIBC.
4. The Duck Island Neighborhood Plan
 - a. The Duck Island Neighborhood Plan (the "Plan") was developed with substantial DIBC input in Winter of 2013. The Plan was approved by DIBC in early 2014. Those seeking support are encouraged to be familiar with and to conform to the recommendations within the Plan. Of particular importance to DIBC are the following:
 - i. Density Guidelines: DIBC supports, as recommended by the Plan, retaining the small scale character of the interior streets (W.17th through W.20th; Freeman, Smith, alleyways) in the neighborhood. Higher density is supported along Abbey Avenue, Columbus Road and Lorain Avenue.
 - ii. Neighborhood Development Fund: DIBC encourages participation in the establishment and funding of a Duck Island Development Fund (as such program is eventually established and implemented) via a per-unit donation by developers. Funds will be used for betterment of the neighborhood on priorities established by residents, DIBC and TWDC.
5. Coordination with other Entities:
 - a. DIBC recognizes that the review and approval process in the City of Cleveland and its neighborhoods can be long and complicated. DIBC is committed to working efficiently with those working through the multiple processes. Nevertheless, it is the petitioner's responsibility to coordinate the timing of the DIBC meeting and process with the timing and processes of other approving entities (BZA, TWDC, permit review, design review, etc.)

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IV. Conformance with TWDC's Basic Principles

The DIBC endeavors to follow TWDC's basic principles for evaluating projects that come before the block club. The following table enumerates those basic principles and DIBC's specific process in relation to it.

Tremont West Development Corporation Basic Principle	Duck Island Block Club Specific Process
1. Give proper notice that the project will be discussed at an upcoming meeting. Generally speaking, this means putting the projects on the agenda with sufficient time to give notice to your block club members	DIBC publishes its agenda the week prior to the meeting. Requests to be on the agenda must be made at least seven days in advance of the meeting.
2. While there may be situations that require lesser notice, please make every effort to give members at least five (5) days' notice before any presentations on a project	Five days' notice is achievable. Requests to be on the agenda close seven days prior to the meeting. The agenda is set and shared within the next two days via flyer and email distribution.
3. Do not make the presenters wait an unreasonable amount of time to get onto the agenda.	Presenters will not have to wait if they follow these guidelines. They will be on the agenda for the next scheduled meeting, subject to the agenda request deadline.
4. Follow your block club constitution and by-laws when setting up a vote on the project. If your block club's constitution or by-laws are silent as to who may vote on a matter, we strongly recommend adopting such rules.	The DIBC by-laws are clear on who may vote and how a vote is conducted.
5. Do not create new rules before a vote or stray from how the block club has customarily conducted its action items seeking project support.	The chairperson and co-chairperson are charged with conducting meetings properly, impartially and according to the bylaws.
6. Require that all parties directly involved (financially or otherwise) in the project abstain from voting on the matter.	The DIBC bylaws define a Voting Member. The bylaws are silent as to when a Voting member shall abstain from voting. The chair/co-chair shall request that voters abstain as recommended.
7. Make reasonable efforts to seek the input of the neighbors directly affected by the project in the block club setting.	These process guidelines require DIBC flyering of adjacent properties and encourage those seeking approval to make this effort as well.
8. When approving or discouraging the project in issue, put the block club's decision in writing and cc the appropriate Tremont West committee.	The last step of the process requires DIBC to write letters documenting the vote.

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