

South of Jefferson Block Club
By-Laws

MISSION/VISION STATEMENT

The South of Jefferson Block Club is a group of neighbors and local stakeholders that meet periodically to discuss concerns, organize events, and provide advice on relevant issues in the Tremont area, specifically within the Block Club area.

MEMBERSHIP

- To be a member one must live, own land, or own a business in the Block Club area. The Block Club area is defined by Jefferson on the North, West 10th on the West, I490 on the South, and West 3rd on the East.
- Home ownership is not required to be a member.
- Attendance is not limited to members, but membership is require to vote on official Block Club business.

VOTING

Qualified Voting Member:

A current member is considered a qualified voting member and is allowed to vote on any official Block Club business if they meet the following criteria:

- Have attended any three meetings in the previous 12 month period (inclusive of the current meeting).
- 18+ years of age (all adult members of a household who meet this requirement will be eligible to vote).
- Owners of Business or Land Located within the Block Club Area:
 - Owners of businesses or land located within the Block Club area are allowed to vote on behalf of the business as long as they have attended the minimum number of meetings as outlined above.
 - Only owners of a business or land will be allowed to vote. Other representatives of a business can attend meetings but will not be allowed to vote.
 - Individuals who own a business or land and also live within the Block Club area are only entitled to one vote.

Absentee Votes

Absentee voting is not intended to replace participation in Block Club activities. It should be used only when extenuating circumstances preclude in-person attendance at meetings.

- Absentee votes will be considered for individuals who are unable to vote in person.
- To be considered valid, an absentee vote must be received in writing (or e-email) prior to the vote.
- The absentee vote must be received directly by either of the Block Club Co-Chairs or the Block Club TWDC representative.
- Absentee votes are still subject to the voting requirements outlined above and will be considered provisional until the voting requirements can be verified.

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In order to vote on official business a quorum is needed. Quorum is defined as no less than 35% of voting members. Quorum does not include absentee voters.

In order for an official Letter of Support, a simple majority (51%) is required. For issues that do not receive a simple majority, the Letter of Support will explain the support on either side of the project, and will state that the project was not supported by a simple majority.

Voting procedure:

- Voting is primarily done by written ballot.
- Whenever possible, a ballot template is used.
- A verbal vote or show of hands may be substituted at the discretion of the Chairperson.
- If a verbal vote or show of hands is proposed by the Chairperson and a written vote is desired, any qualified voting member may call for a written vote.

MEETINGS

Any organizational procedure disputes will be decided upon according to Robert's Rules of Order. In the event that Robert's Rules contradict these by-laws, Robert's Rules will take precedent unless otherwise decided upon by the Block Club.

The group will hear new business prior to voting. Any other business, new or old should be voted on at the time of the motion to vote.

REQUESTS FOR BLOCK CLUB SUPPORT FOR PROJECTS RECEIVING LETTERS OF NON-CONFORMANCE

Any project seeking an official Block Club Letter of Support can be considered for a vote once the following requirements have been met:

- Complete site and design plans and Cleveland Department of Building and Housing's Letter of Non-Conformance (aka list of variances) if applicable, and/or other applicable project documents, have been received by Block Club Co-Chairs by close of business at least 11 calendar days before the meeting at which the vote will take place.
- Above materials have been distributed by the Block Club to the properties adjacent to the project (sides, back, and across the street) by close of business at least 7 calendar days before the meeting at which the vote will take place.
- Notification of the item to be voted on has been sent along with the meeting notification to the Block Club membership, with all the above materials included.
 - It is suggested that Letters of Support be obtained from neighbors adjacent to the project. If letters are obtained, the letters should be presented with the above materials.
- A quorum of qualified voters is **present** at the meeting.
- There are no substantial changes in the plans from what was circulated prior to the meeting.
 - a. If there is an item or items in the presentation that is/are substantially different from what was circulated in advance of the meeting, a motion

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may be made by any qualified voting member to table the item until the next meeting.

Where there are multiple variances being requested, they are voted on in total unless there is a motion to review some or all items separately.

When there are multiple units/buildings in one project, all are voted on in total unless there is a motion calling to divide the units and review individual variances separately.

BLOCK CLUB POSITIONS

The Block Club will elect two (2) Co-Chairs.

- Co-Chairs will be responsible for carrying out the procedures and requirements set forth in the by-laws.
- Co-Chair duties:
 - Facilitate meetings
 - Set meeting agenda items
 - Determine the number of qualified voting members required for quorum.
 - Verify that quorum is attained prior to voting.
 - Verify that votes are only counted from qualified voting members.
 - Write letters on behalf of the Block Club as required by the by-laws.

The Block Club will elect at least one (1) Secretary.

- Secretary duties:
 - Record the minutes of the meetings and make them available to members
 - At each meeting, present the previous meeting's minutes for approval.
 - Maintain a roster of voting members.

The Co-Chairs and Secretary will be elected to a term of 1 year based on nominations from the membership at large.

AMENDING THE BY-LAWS

- Any Block Club member can propose a change to the by-laws.
- The proposed changes will be added to the meeting agenda for discussion and will be voted upon at the following meeting.
- All changes to the Block Club by-laws need a 2/3 majority vote in order to be enacted.