

# Bylaws of the Central Tremont Block Club

February 2021

## Mission Statement

The Central Tremont Block Club (CTBC) is a voluntary group of neighbors who meet to address common concerns in their neighborhood relating to living, business and cultural conditions.

## Membership

Any person age 18 years of age or older who permanently resides within the CTBC Area, owns a business within the CTBC Area, rents within the CTBC Area, or owns land within the CTBC Area becomes a Member. Business owners within the CTBC Area are considered Members of the CTBC. Employees of such businesses are not Members unless they reside within the CTBC Area.

The CTBC Area is defined by West 3rd Street to the east, Literary to the north, Tremont to the west, and Jefferson to the south.

## Governance

### The Bylaws

The Bylaws can be amended by the Membership of the CTBC by a simple majority vote. The CTBC is an independent entity that works in association with the Tremont West Development Corporation (TWDC). The CTBC agenda and direction is determined by the Members of The CTBC.

### Meetings

The meetings are held once a month at the discretion of the Membership. Presently, meetings are held monthly at 6:30pm at an agreed upon location. At all meetings, one person should speak at a time; speakers should not be interrupted except by the chairperson. Use of recording devices is prohibited during meetings.

### Voting

All voting will take place at meetings. All Voting Members can vote at the meeting. A Voting Member is defined as any CTBC Member who has attended two meetings of the

CTBC within the prior (rolling) twelve months, including summer and winter parties. Voting privileges begin at the second meeting attended. Each Voting Member has one vote.

Voting must be in person at a meeting, with the exception that a Voting Member may vote by Proxy by having delivered to a CTBC Officer, via email correspondence by noon of the day of the vote, a statement to the effect that the Voting Member authorizes another specifically named Voting Member as the proxy for a specific issue being voted on. The proxy must be present at the meeting and the Voting member needs to have attended 2 meetings prior. At their discretion, a Co-Chair may serve as a proxy.

Voting can be done by a show of hands or by a secret ballot at the discretion of the Membership. A simple majority is needed to pass any issue.

At any meeting of CTBC, a Quorum of seven voting members, which must include 1 officer, is necessary to conduct any business. Action of Votes may not be taken without a Quorum.

## Officers

The following Officers shall be elected: Up to two (2) Co-Chairpersons and up to two (2) Co-secretaries. Officers hold office for one year. Typically elections are held at the December meeting for the upcoming year. Each officer must be a Voting Member of CTBC 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.

## Duties of Officers

The Chair shall conduct all meetings, enforce order, prepare the agenda, compose and send correspondence, coordinate with TWDC, establish committees, and appoint members to perform such tasks as the Chair deems proper.

The Secretary shall keep the minutes of all meetings. Meeting minutes may be distributed for review in advance of the next meeting. The Secretary shall also compose brief meeting notes for publication in the Tremont West News within publishing deadlines