

PBCCA By-Laws Sub-committee Proposed Timeline

March 7, 2020

At the request of the Penn Branch Citizens Civic Association (PBCCA) Executive Board, the By-laws Sub-committee proposes the following Timeline for concluding the effort to update PBCCA's By-Laws:

- **March 10: PBCCA General Body Meeting**: the sub-committee will provide an update to the membership on the effort, to include sharing a document that summarizes and explains the rationale for the main substantive changes that the sub-committee recommends.
- **Following March 10 meeting**: the sub-committee will provide its final recommended edits to PBCCA's legal team at Latham & Watkins so they can produce an updated draft.
- **Week of March 23**: the sub-committee will provide to the Board a clean draft of the Articles of Incorporation and By-Laws for review and comment. Then the sub-committee will provide the agreed edits to Latham & Watkins for a legal check and to produce drafts that are ready for community review.
- **Week of March 30**: the Executive Board will provide to community members electronic copies (and paper copies, by request) of the draft updated Articles of Incorporation and By-Laws for review and discussion.
- **April 11: PBCCA Special Meeting**: the PBCCA Board and By-Laws Sub-committee will hold a special information and discussion session to seek community input on the draft updated Articles of Incorporation and By-Laws.
- **April 14: PBCCA General Body Meeting**: the PBCCA Board and By-Laws Sub-committee will summarize the discussion from the special meeting and confirm next steps for completing the update effort.
- **Week of April 27**: the PBCCA Board will provide to community members electronic copies (and paper copies, by request) final drafts of the Articles of Incorporation and By-Laws that will be put to a vote at the regular May meeting.
- **May 7**: last day for past or potential members to pay dues and submit membership paperwork to the PBCCA Membership Committee (Veronica Beverly, Chairperson) to be eligible to vote on May 12.
- **May 12: PBCCA General Body Meeting**: members in good standing (who have paid dues no later than May 7) will vote on the adoption of the updated Articles of Incorporation and By-Laws.