

PBCCA By-Laws Subcommittee Recommendations

March 2020

The Legislative Committee's ad hoc By-Laws Subcommittee has made the following recommendations for updating the Penn Branch Citizens Civic Association (PBCCA) Articles of Incorporation and By-Laws:

1. Update our **Mission Statement**, building on the original with some minor edits for clarity and concision:
 - “The mission of Penn Branch Citizens Civic Association is to enhance the quality of life of Penn Branch residents and property owners by engaging in activities that support and improve our beautiful neighborhood. PBCCA encourages residents and owners to participate in community activities and foster a welcoming spirit and civic pride in our neighborhood. PBCCA seeks to keep residents and owners informed of important neighborhood issues and represents the interests of our neighborhood before governmental and other entities.”
2. Simplify **membership** rules and procedures to the following:
 - Residents age 18 and older and residential property owners within the current neighborhood boundaries will be eligible to be voting members;
 - all others, to include business owners/operators and non-profit organizations based in Penn Branch, will be eligible for non-voting membership;
 - all memberships will be for individuals/entities, there will no longer be a household membership category;
 - members in good standing will be eligible to vote, and good standing will be defined as those who pay their dues during or after the November, December, or January general body meetings;
 - new residents are eligible to join and be considered to be in good standing if they pay dues within 90 days of moving to the neighborhood;
 - any other potential member may join after the January meeting date at a slightly higher dues rate; and
 - following the January meeting, members must have paid their dues at least one week before the date of any meeting at which they wish to be able to vote—members will not be able to both pay dues and vote in a meeting on the same day.
3. Synchronize **fiscal, membership, and election year** with the calendar year to eliminate confusion and difficulty in managing the organization's affairs:
 - All memberships are valid for one year, January 1-December 31 of the same year;
 - the annual meeting will occur in October, during which the board will propose a budget for the upcoming year and a projected events calendar; and
 - elections will also take place during the annual meeting in October.

4. To update our **Officer** titles and roles, align them with similar organizations around the city, and create a clearer line of succession:
 - There should be a President, First Vice-President, Second Vice-President (new position), Treasurer, Recording Secretary, Communications Director (formerly Correspondence Secretary), and Parliamentarian—all will serve two-year terms;
 - if the President position becomes vacant, then the First VP moves to President and the Second VP moves to First VP; the board then votes by simple majority to appoint someone to fill the vacant role(s) until the original elected official's term ends;
 - potential candidates for President must have been a member of the Association in good standing for at least one year before running for the office;
 - elections will be held every year to improve continuity and learning during officer turn-over periods—President, Second Vice President, Treasurer, and Communications Director will be elected in even years (2020 and 2022, for example); First Vice President, Recording Secretary, and Parliamentarian will be elected in odd years (2021 and 2023, for example);
 - elections will occur during the Annual Meeting in October, and the Board will also use this meeting to present its estimated topline budget for the year and target events that have resource implications;
 - officers will have a two-month turn-over period with their predecessors and be sworn-in at the beginning of the December meeting/holiday event, which they will co-host; and
 - officers can be removed by a majority vote of the Board or by a majority vote of present members after the board receives a formal officer recall petition with signatures from at least 20 members in good standing.

5. To clarify the nature and procedure for our **meetings**:
 - 10 members will constitute a quorum for meetings; and
 - special meetings are any out-of-cycle meetings (not the second Tuesday of September through June) and require at least 7 days notification with e-mail and/or hand-delivered flyer.

6. To clarify the nature and procedure for our **Committees**:
 - All committees will fall under the legal designation (DC law) of “Advisory Committees” that make recommendations to the board and lead approved activities;
 - committee members must be PBCCA members in good standing;
 - the board appoints committee chairs and the board can remove chairs by a majority vote;
 - during the annual meeting, the board will put out an open call for nominations for committee memberships and anyone in good standing can self-nominate or nominate others;
 - when there are multiple nominees for committee chair, the board selects by majority vote; and
 - at least one board member should serve on each committee.

7. To clarify the procedure for **amending** our By-Laws:
- To propose an amendment to the board, a member in good standing will submit a petition signed by 5 other members in good standing;
 - the Board will have two meetings to review, make a recommendation, and provide a notice of vote at the meeting before an amendment will be voted upon;
 - amendments require a 2/3 vote of members present to pass
 - any considered amendment not accepted may be proposed again after a period of at least 6 months; and
 - the By-Laws should be reviewed for compliance with current law and community needs at least every 5 years in their entirety, and this review will include a call for new amendments.