

CHARLESTOWN NEIGHBORHOOD COUNCIL (CNC)
By-Laws (Revised on July 9,1991 and amended March 2,1993)

To read as follows:

Article 1 –Name

This organization shall be known as the Charlestown Neighborhood Council.

Article 2 – Purpose

The Charlestown Neighborhood Council is established to increase effective communication between our neighborhood, Ward Two – Charlestown, and the government of the city of Boston, its departments and agencies. It will provide structured participation in city government decisions affecting land use, development, service delivery and other issues relating to the quality of life in Charlestown. Through this process, the Charlestown Neighborhood Council joins together with city government to promote the well being of Charlestown and its people and ensure neighborhood participation in municipal affairs.

Furthermore, the Charlestown Neighborhood Council shall, from time to time, provide a forum for both state and federal officials, departments and agencies to present, discuss and receive input from the people of Charlestown on matters affecting our community.

Article 3 – Membership

Section 1 – All men and women over 18 years of age and residents of Charlestown, Massachusetts are eligible to be elected or selected for membership on the Charlestown Neighborhood Council.

Section 2 – The Charlestown Neighborhood Council shall be composed of twenty-one (21) members who shall serve for two (2) years and be selected as follows:

- a) Seven (7) members shall be elected, one from each of the seven (7) precincts of Ward Two, Charlestown (as it now exists) and must reside in the precinct in which they stand for election. Precinct elections shall take place in the odd year (i.e. 1991).

- b) Seven (7) members shall be elected at large by the whole community- Ward Two, Charlestown- and must reside in Charlestown. At-large elections shall take place in the even year (i.e. 1992).

- c) Seven (7) members shall be designated by Charlestown community organizations upon recommendation of the Charlestown Neighborhood Council selection committee, and a vote of affirmation of the Charlestown Neighborhood Council and shall take office in the odd year (i.e. 1991)

Section 3 – Vacancies occurring in the elected members of the Council shall be filled by nomination by any member of the Charlestown Neighborhood Council and a majority vote of Charlestown Neighborhood Council members present and voting at a regular meeting. This shall take place only after said vacancy has been advertised and eligible residents are informed of the vacancy. The person chosen to fill the vacancy shall serve the remainder of the unexpired term to which he/she has been elected.

Vacancies occurring in the appointed members of the Charlestown Neighborhood Council shall be filled by a letter of designation by the community organization which had been previously selected to appoint a designee and he/she shall serve the remainder of the unexpired term.

Article 4 – Officers

Section 1- The officers shall be a Chairperson, First Vice Chairperson, Second Vice Chairperson, Secretary and Treasurer. They shall be elected at the annual meeting in January by the members of the Charlestown Neighborhood Council and shall hold their respective offices for one (1) year or until their elected successors have been duly elected and installed (seated).

Section 2- Vacancies in any office occurring between annual meetings shall be filled by a majority vote of the council members in attendance at the next meeting after the vacancy occurs

provided that each member of the Charlestown Neighborhood Council has received notice, in writing, of said vacancy at least ten (10) days before the meeting.

Article 5 – Duties of Officers

Section 1- The Chairperson of the Charlestown Neighborhood Council shall preside at all meetings of the council. He/she shall appoint, subject to a vote of ratification of the council, all Chairpersons of all standing committees, and any and all other committees that the Charlestown Neighborhood Council may determine are appropriate and necessary. The Chairperson shall be an ex-officio member of all committees and shall have, in addition, such other powers and duties as are usual to the office. He/she shall have the power to appoint a Parliamentarian and a Sergeant-at-Arms, if deemed necessary, said appointment to be subject to a vote of ratification by the council. The Chairperson shall be the presiding officer of all meetings of the Executive Committee.

Section 2- The First Vice Chairperson, in the absence of the Chairperson, shall exercise all of the power of the Chairperson.

Section 3- The Second Vice Chairperson, in the absence of the Chairperson and First Vice Chairperson, in the absence of the Chairperson and First Vice Chairperson, shall exercise all of the power of the chairperson.

Section 4- The Secretary shall issue all notices of meetings of the Charlestown Neighborhood Council, and keep complete and accurate minutes of the meetings, including the recording of attendance. He/she shall conduct the general correspondence of the council, sending all letters as instructed by the Chairperson or vote of the Charlestown Neighborhood Council and shall also serve as Secretary of the Executive Committee.

Section 5- The Treasurer shall have custody of all funds of the Charlestown Neighborhood Council (if any) and have the responsibility for receiving and

disbursing such funds, subject to the vote of the council, and perform such other duties incident to this office.

Article 6 – Duties of the Council Members

The council, composed of twenty-one (21) equal members, shall be the decision-making body for all recommendations, proposals or other issues which shall be communicated by the Charlestown Neighborhood Council to the city of Boston or any other party. These include, but are not limited to: land use and development issues; zoning ordinances; public property disposition; neighborhood service delivery systems; traffic and parking problems; and a neighborhood needs assessment. Any and all recommendations of the Charlestown Neighborhood Council standing and other committees must be approved by a majority vote of the Charlestown Neighborhood Council.

Additional duties of the Charlestown Neighborhood Council shall include, but not be limited to:

- a) electing officers
- b) ratifying the appointment of Committee Chairpersons and appointive officers, if any
- c) filling vacancies occurring on the council as stated herein
- d) voting approval of the seven (7) community organizations that shall be authorized to designate members to the council
- e) removing council members and officers for just cause
- f) providing a forum for the Charlestown community to discuss and recommend solutions on matters affecting our neighborhood.

Article 7—Meetings

Section 1- The annual meeting of the Charlestown Neighborhood Council will be held in January for the election of officers and any and all business usually scheduled for said meeting. All meetings of the Charlestown Neighborhood Council, its standing committees and any and all other committees and

subcommittees, with the exception of the executive committee, shall be open to the public and shall be announced in the local weekly newspaper in the edition prior to said meeting.

Section 2- The council shall meet monthly, a minimum of ten (10) times per year, including the annual meeting, on the first Tuesday of the month, except during the months of July and August when the meetings may be discontinued by vote of the Charlestown Neighborhood Council at its June meeting.

Section 3- When the regular monthly meeting occurs on the eve or night of any national, state or county holiday, or any other special occasion, Section 2 of Article 7 of the Bylaws may be suspended by a two-thirds (2/3) vote of the members of the Charlestown Neighborhood Council present and voting at a previous meeting and a new date announced for said meeting.

Section 4- Quorum – Nine (9) members of the Charlestown Neighborhood Council shall constitute a quorum for a Charlestown Neighborhood Council meeting.

Section 5- Order of Business for all meetings shall be as follows:

- a) Opening of the meeting by the chairperson with a call for the Pledge of Allegiance to the Flag of the United States of America.
- b) Reading and approval of minutes (if there is no vote to accept the minutes as printed and distributed).
- c) Committee Reports with the Public Safety Committee reporting first followed by the Basic Services Committee report and then all other committees as called by the Secretary/or Chairperson of the Charlestown Neighborhood Council.
- d) Unfinished Business.
- e) Open the floor, to those present, for discussion/comments on matters vital to Charlestown and its future.
- f) New Business.

- g) Announcements.
- h) Adjournment.
- i) The above order of business can be dispensed with by a majority vote of the Charlestown Neighborhood Council for any priority issue.

Article 8 – Executive Committee

Section 1- The Executive Committee shall consist of the five (5) elected officers of the Charlestown Neighborhood Council.

Section 2- The Executive Committee shall meet at the call of the Chairperson or upon written request by any three members of the Committee.

Section 3- The Executive Committee shall transact necessary administrative business between meetings of the Charlestown Neighborhood Council and act in emergencies which cannot wait until the next regular meeting.

Section 4- All business transacted by the Executive Committee shall be reported to the Charlestown Neighborhood Council at its next regular meeting.

Section 5- The Quorum for the transaction of business by the Executive Committee shall be three members.

Article 9 – Committees

The Charlestown Neighborhood Council will conduct its affairs/business primarily through its committee structure. There will be five (5) standing committees and any other committee that the council may, from time to time, deem appropriate/necessary. The Chairperson of each committee shall be appointed by the Charlestown Neighborhood Council Chairperson subject to a vote of ratification by the council.

Section 1: Committee Membership Eligibility- Only members of the Charlestown Neighborhood Council are eligible to be members of standing and other committees of the council and shall have equal vote.

Section 2: Standing Committees of the Charlestown Neighborhood Council are:

- a) Basic Services
- b) Public Safety
- c) Housing and Development
- d) Mitigation
- e) Election

Section 3- The Charlestown Appreciation/Awards Committee, originally set up and organized by the Charlestown Neighborhood Council, shall continue to have the full cooperation and support of the Charlestown Neighborhood Council. Though neither a standing nor other committee of the council, it is a cooperative effort of the Charlestown Neighborhood Council, the Mayor's Office of Neighborhood Services and residents of Charlestown and the Chairperson of the Charlestown Neighborhood Council shall continue to have the prerogative of appointing the Chairperson of the Charlestown Appreciation Awards Committee.

Section 4- The Charlestown Emergency Fund (CEF), established by interested members of the Charlestown Neighborhood Council (CNC), though neither a standing nor other committee of the council, shall have the full cooperation and support of the CNC, the Mayor's Office of Neighborhood Services and the Charlestown Community. The Chairperson of the CNC shall have the prerogative of either serving as the Chairperson of the Trustees of the CEF or designating a person to serve as said chairperson. Appointment as a trustee of the Charlestown Emergency Fund shall be open to the entire Charlestown Community (as defined in the By-laws of the CEF). Annually during the month of January at the annual meeting of the Charlestown Neighborhood council, the chairperson of the Charlestown Emergency Fund, or his/her designee, as a courtesy to the CNC shall make a report to the council of the CEF activities during the previous year. (This report shall respect the confidentiality of the nature of the business of CEF).

Article 10- Voting at Council and Committee Meetings.

All voting, except when stated otherwise in these Bylaws, shall be by majority vote of those members present at said meeting. There shall be no proxy voting.

Article 11 – Removal of Members and Officers

Members and officers may be removed only for just cause shown and by a vote of two-thirds (2/3) of the council members present at said meeting after the member/officer has been given at least ten (10) days notice of said hearing on removal and upon due notice to the general membership of the item being on the agenda of the meeting.

Article 12 -- Conflict of Interest

A council member shall abstain from voting on any issue in which he/she may realize a direct financial benefit.

Article 13 – Amendments to the Bylaws

The Charlestown Neighborhood Council Bylaws may be amended, altered or changed at any regular meeting of the council by a two-thirds (2/3) vote of the council members present and voting, provided the proposed amendment(s) has been presented at the previous regular meeting, and notice of the proposed amendment(s) has been furnished in writing to all members at least ten (10) days prior to the meeting at which the amendment will be acted upon.

Article 14 – Robert's Rules of Order

Those provisions not contained herein will be covered by Robert's Rule of Order.