



INTER-NEIGHBORHOOD COUNCIL FORUM (INCF) BYLAWS

ARTICLE I NEIGHBORHOOD COUNCIL PROGRAM

The City Council of the City of Oxnard (the City) established the Neighborhood Council Program (the Program), which is conducted by Neighborhood Councils for individual neighborhoods in the City and by the Inter-Neighborhood Council Forum of the City of Oxnard (the INCF).

ARTICLE II PURPOSES OF THE INCF

- A. Serve as a forum for the exchange of information and experience among participants in the Program.
- B. Encourage the formation and maintenance of Neighborhood Councils.
- C. Foster cooperation and good will within neighborhoods.
- D. Assist Neighborhood Councils to achieve their objectives.
- E. Assist Neighborhood Councils to communicate with the City Council and staff.
- F. Maintain and develop the Program.

ARTICLE III POWERS OF THE INCF

- A. The INCF shall advise the City Council, its various appointed bodies and City staff on any citywide matter which is of interest and concern to Neighborhood Councils.
- B. The INCF shall conduct official business only at meetings called and conducted in accordance with these Bylaws.
- C. The INCF may raise funds to support its activities.
- D. The INCF shall interpret the Neighborhood Council Bylaws as provided by these Bylaws.
- E. The INCF shall deem a Neighborhood Council inactive as provided in these Bylaws.
- F. The INCF shall submit recommendations to the City Council and City staff concerning matters of interest to the INCF or Neighborhood Councils.
 - 1. Recommendations adopted by majority vote of the General Membership shall be submitted in writing or presented verbally by the Chair or another member of the Executive Board designated by the Chair. Recommendations submitted in writing shall be directed to City staff assigned to the Program with a copy to the City Manager.

2. Recommendations adopted by majority vote of the Executive Board, which require transmittal before a General Membership meeting can be held, may be submitted as provided in Subsection F (1) of this article, accompanied by the written or verbal statement that although such recommendations were approved by the Executive Board, they have not yet been acted on by the General Membership.
 3. A recommendation that has not been approved by the General Membership, or the Executive Board, shall accompany such recommendation with the statement that the recommendation is made in such member's individual capacity and not on behalf of the INCF.
- G. The INCF may assist in direct action programs, working alone or in cooperation with private or public agencies, to respond to the needs of the City.

ARTICLE IV

ORGANIZATION OF THE INCF

A. GENERAL MEMBERSHIP

1. The General Membership of the INCF consists of the Chair of each active Neighborhood Council.
2. If a Neighborhood Council Chair is absent from an INCF meeting, the Vice-Chair may act for the Chair.
3. If both the Chair and Vice-Chair are absent, another member of the Executive Board or a general member of that Neighborhood Council, designated by the Neighborhood Council Chair, may act for the Chair if, before the meeting begins, the INCF Chair or Executive Secretary is notified verbally or in writing .
4. Only a General Member who is present at a General Membership meeting may vote.
5. General Members or Executive Board Members of Neighborhood Councils not designated in Subdivision (3) of this Section A may attend meetings of the INCF General Membership and may participate as members of the public, but are not General Members or Executive Board Members of the INCF and may not make motions or vote.

B. EXECUTIVE BOARD

1. The Executive Board consists of the positions of Chair, First Vice-Chair, Second Vice-Chair, Third Vice-Chair and Fourth Vice-Chair. The Executive Secretary shall be a City employee designated by the City Manager. The Executive Secretary is not a member of the Executive Board or the General Membership and may not vote.
2. Each member of the Executive Board shall also be the Chair of a Neighborhood Council; provided, however, that a member of the Executive Board whose term as Neighborhood Council Chair expires during his or her term as a member of the INCF Executive Board may complete his or her term as a member of the INCF Executive Board.
3. If a member of the Executive Board resigns his/her position as a Neighborhood Council Chair, such resignation constitutes an immediate resignation from the INCF Executive Board.

4. No more than one member of the Executive Board of the same Neighborhood Council (or person who was a member of the Neighborhood Council Executive Board when elected to the INCF Executive Board) may serve on the INCF Executive Board at the same time.
5. Only a member of the Executive Board present at a meeting of the Executive Board may vote on Executive Board issues.

C. ELECTION OF THE EXECUTIVE BOARD

1. The Executive Board shall be elected at the annual election meeting of the General Membership of the INCF, which shall be held in November.
2. At the next to last General Membership meeting, before the annual election meeting, the business conducted shall include calling for volunteers to serve on the Nominating Committee, appointment of the Nominating Committee by majority vote of the General Membership and announcement that at the next meeting the Nominating Committee will make nominations for the annual election of the Executive Board.
3. At the last General Membership meeting, before the annual election meeting, the business conducted shall include nominations by the Nominating Committee and the consideration of additional nominations from the floor. Nominations will be accepted only of persons who are eligible to hold the office and who are present at the meeting or have notified a member of the Executive Board, or the Executive Secretary, that they will accept nomination.
4. The Executive Secretary shall prepare a notice of the annual election meeting including a statement that Executive Board members will be elected at that meeting. The Executive Secretary shall mail this notice in sufficient time that the General Membership receives it at least seven (7) working days prior to said meeting. Failure of any person to receive notice shall not be grounds to cancel the meeting or to invalidate any vote taken at the annual election meeting.
5. At the annual election meeting in November, additional nominations from the floor may be taken. Before the vote is taken, each nominee may make a brief statement concerning his or her candidacy. Each member of the Executive Board shall be elected by majority vote of the General Members attending the meeting.
6. At the annual election meeting, the Executive Secretary shall have prepared a written ballot containing the names of the candidates for office, leaving spaces available for candidates nominated from the floor.
7. The Executive Secretary shall make certain that each person given a ballot is the authorized representative of the Neighborhood Council. If a person other than the Neighborhood Chair is representing a Neighborhood Council, that person shall present the Executive Secretary with a written, signed and dated letter from the Neighborhood Council Chair prior to the meeting being called to order.
8. Each Neighborhood Council Chair, or authorized representative, shall be handed a ballot by the Executive Secretary. The ballots will be marked and returned to the Executive Secretary.
9. The Executive Secretary and at least one other person shall, in open session, open and tally the ballots calling out the name of the person the vote is cast for and the name of the person voting.

10. The ballots shall be retained with the official public records of the City and be made available to any person wishing to review them.
11. Absentee or proxy voting shall not be permitted.
12. Elected Executive Board members shall take office at the first meeting held after the beginning of the calendar year and shall continue in office until a new Executive Board takes office at the first meeting held after the beginning of the next calendar year.

D. TERM OF OFFICE AND RESIGNATIONS

1. Each member of the Executive Board shall serve until a successor is elected; provided, however, that resignations shall take effect earlier if the notice of resignation so states. The term of office shall be one year. If a successor is not elected at the annual election meeting, the term shall continue until a successor is elected. If the member of the Executive Board was elected to fill a position that was vacated after the annual election meeting, the term shall continue until a successor is elected at the next annual election meeting.
2. A member of the Executive Board may resign at any time by notifying the INCF Chair in writing, specifying the effective date of the resignation. Resignation from the Executive Board automatically includes resignation from all appointed positions in the INCF. Vacancies created by the resignation of Executive Board members shall be filled in accordance with Article V, Section C of the INCF Bylaws.

E. DUTIES

1. The duties of the Chair are to:
 - a. Preside over all regular and special meetings of the General Membership and of the Executive Board.
 - b. Be an ex-officio member of all standing committees.
 - c. Represent the INCF before other agencies and organizations as directed by the General Membership or the Executive Board by motion and vote.
2. The duties of the First Vice-Chair are to:
 - a. Perform the duties of the Chair in his or her absence.
 - b. Account for and keep safe any and all funds of the INCF.
 - c. Spend such funds only as authorized by majority vote of the General Membership.
 - d. Prepare and present a statement of finances to the General Membership at the first meeting of each calendar year.
 - e. Prepare and present a statement of finances to the Executive Board, or to the General Membership, as directed by a majority of the Executive Board or the General Membership.
3. The duties of the Second Vice-Chair are to:
 - b. Perform the duties of the Chair in the absence of the Chair and First Vice-Chair.
 - c. Perform the duties of the First Vice-Chair in his or her absence.
4. The duties of the Third Vice-Chair are to:
 - a. Perform the duties of the Chair in the absence of the Chair, First Vice-Chair and Second Vice-Chair.
 - b. Perform the duties of the First Vice-Chair in the absence of the First Vice-Chair and Second Vice-Chair.
 - c. Perform the duties of the Second Vice-Chair in his/her absence.

5. The duties of the Fourth Vice-Chair are to:
 - a. Perform the duties of the Chair in the absence of the Chair, First Vice-Chair, Second Vice Chair and Third Vice-Chair.
 - b. Perform the duties of the First Vice-Chair in the absence of the First Vice-Chair, Second Vice-Chair and Third Vice-Chair.
 - c. Perform the duties of the Third Vice-Chair in the absence of the Third Vice-Chair.
6. The duties of the Executive Secretary are to:
 - a. Carry on the official correspondence of the INCF.
 - b. Prepare and mail notices of INCF meetings as provided in these Bylaws.
 - c. Prepare and distribute an agenda for each meeting of the General Membership and Executive Board.
 - d. Keep minutes of all meetings of the General Membership and Executive Board.
 - e. Sign the minutes after approved by the General Membership or Executive Board.
7. The duties of the Executive Board are to:
 - a. Plan and direct the work of the INCF.
 - b. Prepare an agenda for each General Membership and Executive Board meeting.
 - c. Represent the INCF before other agencies, organizations, groups or individuals, subject to the direction and review of the General Membership.
 - d. Deem a Neighborhood Council inactive, as provided in Article VIII.

F. COMMITTEES

1. The Executive Board, with the approval of a majority of the General Membership, may appoint standing committees to consider matters likely to be of long term interest to the INCF. The Executive Board, with approval of a majority of the General Membership, may appoint ad hoc committees (other than the Nominating Committee) to consider matters likely to be of short-term interest. The Executive Board, with the approval of a majority of the General Membership, shall dissolve committees that have accomplished their purpose or are no longer desired.
2. Standing and ad hoc committees shall be comprised of three (3) or five (5) members. The committee members shall choose a Chair. When requested, the committee Chair shall advise the Executive Board of activities.
3. Each committee shall present its findings and recommendations to the Executive Board for review. At least once a year, each committee shall present its findings and recommendations, as reviewed and approved by the Executive Board, to the General Membership, which may vote to take action on the recommendations. No committee member shall purport to represent the INCF or present any findings or recommendations of the committee, except as directed by these Bylaws or the General Membership.

ARTICLE V

GENERAL MEMBERSHIP MEETINGS

- A. The INCF shall hold at least four (4) General Membership meetings each calendar year, including one meeting designated the annual election meeting, which shall be held in November. The Executive Board may schedule additional General Membership meetings. In addition, the Chair

shall schedule a General Membership meeting to be held no later the four (4) weeks after receiving a written request for the meeting signed by at least eleven (11) General Members.

- B. The Executive Secretary shall mail written notice of a General Membership meeting to all General Members in sufficient time to be received at least seven (7) working days before such meeting. Failure of any General Member to receive such notice shall not be grounds to cancel the meeting or to invalidate any vote taken at the meeting.
- C. At any General Membership meeting the General Members, by majority vote, may fill vacancies in Executive Board positions from among General Members nominated from the floor and present at the meeting.
- D. A quorum for a General Membership meeting shall be eleven (11) General Members.
- E. No matter may be adopted or approved at a General Membership meeting unless approved by majority vote of those members present and eligible to vote.
- F. Any General Member may request an item be placed on the agenda for the following General Membership meeting by a majority vote of the General Membership.

ARTICLE VI
SPECIAL/EMERGENCY MEETINGS

- A. Special meetings shall be held in accordance with California Government Code Section 54956 (Ralph M. Brown Act).
- B. Emergency meetings shall be held in accordance with California Government Code Section 54956.5 (Ralph M. Brown Act).

ARTICLE VII
EXECUTIVE BOARD MEETINGS

- A. Meetings of the Executive Board shall be scheduled at the request of the Chair or a majority of the Executive Board. At least five (5) calendar days before scheduled Executive Board meetings, the Executive Secretary shall mail written notice to all members. Failure of any member to receive notice shall not be grounds to cancel the meeting or invalidate any vote taken at the meeting.
- B. A quorum for an Executive Board meeting shall be three (3) Executive Board Members.
- C. Any Neighborhood Council Chair shall have an item placed on an INCF Executive Board agenda by making such request to the INCF Chair or Executive Secretary at least seven (7) calendar days prior to said meeting.

ARTICE VIII
RULES OF PROCEDURE

A. OPEN MEETINGS

- 1. All meetings of the General Membership, the Executive Board, standing and ad hoc committees shall be open to the public. Meetings of the General Membership the Executive Board and standing committees shall be conducted in accordance with Government Code Section 54950 et seq. (the Ralph M. Brown Act).

2. The current revision of Robert's Rules of Order shall govern the conduct of meetings unless otherwise stated by these Bylaws.

B. RECORDS AVAILABLE FOR INSPECTION

All approved minutes of General Membership and Executive Board meetings and all financial records of the INCF shall be made available for inspection on request of any person.

C. ORDERLY CONDUCT AT MEETINGS

1. While a General Membership or Executive Board meeting is in session, members shall preserve order and decorum, and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting nor disturb any other member or refuse to obey the orders of the presiding officer except as otherwise herein provided.
2. A member of the public shall not engage in conduct that disrupts, disturbs or impedes the orderly conduct of a General Membership meeting during any portion of such meeting, including during public comments or comments about items on the agenda. The prohibited conduct may include making loud, threatening, abusive, personal, impertinent or profane remarks that disrupt, disturb or impede the meeting. At the discretion of the presiding officer, a person engaging in such conduct may be ordered to be silent, barred from further communication during that meeting, ejected from the meeting or arrested.
3. A designee of the Chief of Police shall be Ex-Officio Sergeant-At-Arms. The Sergeant-At-Arms shall follow instructions given by the Chair or by a majority of the General Members for the purpose of maintaining order and decorum during INCF meetings.

D. PRESIDING OFFICER

1. The presiding officer shall assume the Chair at the hour appointed for the General Membership meeting or Executive Board meeting and call the meeting to order.
2. The chair shall preserve order and decorum at all meetings, state the questions before the meeting and announce all decisions made.

E. ADDRESSING THE GENERAL MEMBERSHIP / EXECUTIVE BOARD

1. Any person wishing to address a meeting of the General Membership or the Executive Board shall first be recognized by the Chair. The Chair shall not refuse to recognize a person because the person wishes to make a point of order based on the Chair's breach of the Bylaws or other adopted rules of procedure.
2. On being recognized, the person shall audibly state his or her name and Neighborhood Council or other affiliation for the record; address all remarks to the Chair and confine his or her remarks to the matter under consideration. No other person shall enter into the discussion before he or she is recognized by the Chair. A speaker who has been recognized shall not be interrupted unless called to order by the Chair or by majority vote of the General Members present at a General Membership meeting or by a majority vote of the Executive Board members present at an Executive Board meeting. When a speaker is called to order, the speaker shall remain silent until the question of order is determined and shall resume speaking only if directed by the Chair or such majority to proceed.

F. ROLL CALL VOTE

1. On request of any General Member the Executive Secretary shall call the name of each General Member present and record each General Member's vote on any question.
2. Roll call vote shall not be used for elections of the Executive Board members.

G. MINUTES

1. The Executive Secretary shall prepare minutes of the General Membership meetings and Executive Board meetings. The minutes shall include:
 - a. Whether a quorum is present and the names of the persons constituting the quorum;
 - b. Votes cast in any matter;
 - c. Any action taken on items on the agenda;
 - d. The Neighborhood Council of any person addressing a meeting or submitting a written comment card:
 - (1) A description of the matter on which the person spoke or commented, and whether the person supported or opposed the matter;
 - (2) On the request of any General Member or Executive Board Member, made on the record at a meeting, their reasons for supporting, dissenting, or protesting any action taken at the meeting;
 - e. On request of a General Member or Executive Board Member, the Executive Secretary need not include in the minutes the remarks of any person.
2. The Executive Secretary shall mail a copy of the minutes of a General Membership meeting to each Neighborhood Council Chair and a copy of the minutes of an Executive Board meeting to each member of the Executive Board and Neighborhood Council Chair within seven (7) working days of said meeting. These may be included in the weekly packet sent to each Neighborhood Council Chair.
3. Unless an Executive Board member requests the reading of minutes at an Executive Board meeting, the minutes may be approved without reading, unless the Executive Secretary has not mailed a copy of the minutes to each Executive Board member.
4. Corrected minutes approved by the INCF General Membership/Executive Board shall be made available to the General Membership for review at the next scheduled INCF meeting.

H. REMOVAL OF EXECUTIVE BOARD MEMBERS

1. At any General Membership meeting, a General Member may request that an election to recall a member of the Executive Board be scheduled for the next General Membership meeting. If a majority of the General Members vote in favor of the request, the Executive Secretary shall schedule the recall election. Said meeting shall be held within thirty (30) working days.
2. At the meeting, proponents of the recall may address the General Membership concerning the reasons to vote for the recall. Opponents of the recall may then address the General Membership concerning the reasons not to vote for the recall. The Chair shall allow each

person no more than five (5) minutes to address the issue. Rebuttals shall be allowed by majority vote of the General Membership.

3. The General Membership shall then vote on the recall.
4. If a majority of the General Members present vote in favor of the recall, that Executive Board member shall be deemed recalled. The position shall be filled by majority vote of the General Members from among those nominated from the floor; provided, however, that the person recalled may not be elected to that position for one year from the date of the recall.

I. INTERPRETATION OF BYLAWS

The Chair, with the approval of a majority of the Executive Board, shall interpret these Bylaws on request of a General Member. The General Membership may, by a two-thirds (2/3rds) vote, appeal the interpretation to the City Council. The appeal shall be in writing, directed to the City Clerk, and shall state the reason for the General Membership's disagreement with the interpretation.

J. AMENDMENT OF BYLAWS

1. By majority vote of the General Membership, these Bylaws may be amended.
2. The INCF Chair or Executive Secretary shall request the City Council to approve the amending of these Bylaws. The request shall be in writing, directed to the City Clerk, and shall identify the portion of the Bylaws to be amended and shall include the proposed wording.
3. The City Council shall decide whether the proposed amended Bylaws be approved.

K. ADOPTION OF ADDITIONAL POLICIES AND PROCEDURES

1. These Bylaws are intended only to provide a basic structure for the INCF, not to provide detailed rules of procedure for the conduct of meetings or other business of the INCF. The INCF is authorized and encouraged to adopt, by majority vote of the General Membership, additional written policies and procedures that are consistent with these Bylaws. The General Membership, by majority vote, may interpret and amend policies and procedures so adopted.
2. Any issue not addressed, or called into question in the Bylaws shall be governed by Robert's Rules of Order, Current Revision. These Bylaws shall take precedence over Robert's Rules of Order.

ARTICLE IX

DEEMING A NEIGHBORHOOD COUNCIL INACTIVE

- A. The Executive Board shall deem a Neighborhood Council inactive after finding either that said Council's annual election was not conducted and completed in accordance with the Neighborhood Council Bylaws or that said Council did not conduct at least two (2) General Membership meetings in a calendar year.
- B. Residents or property owners of an inactive Neighborhood Council are welcome and encouraged to attend INCF General Membership meetings, but those persons shall have no vote at the meetings.

- C.** Residents or property owners of an inactive Neighborhood Council are encouraged to bring to the INCF any matters they would like to be addressed concerning their neighborhood.
- D.** The INCF Executive Board shall encourage formation of an inactive Neighborhood Council and shall schedule a meeting for said Neighborhood Council in order to activate said Neighborhood Council.

- End -