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## **ARTICLE ONE: NAME**

The name of the corporation is the Council of Neighborhood Associations of South Pinellas County, Inc. (hereafter referred to as "CONA").

## **ARTICLE TWO: PURPOSE**

### **Section One – Mission**

CONA's mission is to:

- Unite existing neighborhood organizations dedicated to protecting, improving and promoting their area and to foster the formation of such organizations
- Provide education, training and guidance for neighborhood leaders in marshalling resources to better their community
- Expand the pool of skilled and motivated neighborhood and community leaders.
- Provide a resource for sharing of information and tools for neighborhood development
- Promote communication and cooperation between member organizations and the community at large
- Provide a forum for member organizations and act as their advocate with the City of Saint Petersburg and other local, state, and federal government agencies and officials

## **ARTICLE THREE: MEMBERSHIP**

### **Section One – Membership Classes**

Membership shall consist of ACTIVE and ASSOCIATE member organizations.

### **Section Two – ACTIVE (Voting) membership**

ACTIVE member organizations meet the following criteria:

The organization is a Neighborhood, Civic, Property Owners, Community, Homeowners Association or similar organization, as defined by the CONA Membership Eligibility and Application Policy

The goals of the organization include promoting a sense of community and addressing issues of public concern

The member organization's CONA dues are current

ACTIVE members meeting the above criteria are said to be in Good Standing.

### **Section Three – ASSOCIATE (Non-Voting) membership**

ASSOCIATE member organizations support the objectives of CONA but do not meet the eligibility requirements of an ACTIVE member organization. ASSOCIATE members may not vote nor serve on the Executive Committee.

#### **Section Four – Membership Application and Renewal**

All organizations applying for CONA membership shall submit the following to the Secretary and Membership Committee Chair:

- Completed CONA membership application signed by the President of the applying organization
- Contact list of the organization's officers and committee chairs
- Copy of the organization's By-Laws
- Check in the amount of CONA's annual dues

The Executive Committee will review the application for membership within 60 days at an Executive Committee meeting. Applications are subject to approval by a majority vote of the Executive Committee members present at that meeting with subsequent ratification by a majority vote of the CONA membership at their next regular Meeting, with or without a quorum present.

Member organizations wishing to renew their membership must provide a copy of the CONA membership application / renewal form along with a check in the amount of CONA's annual dues.

Each member organization shall provide as part of their application the name of a representative and one alternate representative from their organization. Subsequent changes to representation shall be provided by the President of the member organization, in writing or via electronic means to the CONA Secretary at least three days before they are effective.

#### **Section Five – Fiscal Year, Dues**

CONA's fiscal year will be the calendar year, January 1 – December 31.

CONA shall request from all ACTIVE and ASSOCIATE members an annual financial contribution to be hereafter referred to as "Dues."

Dues shall be used for CONA expenses including but not limited to: administrative costs, meeting costs, newsletters, postage, and other operating expenses. Dues shall initially be set at Thirty-Five Dollars (\$35.00) per member, but may be reasonably adjusted, no more than one (1) time per year, pursuant to approval of the CONA membership.

Dues will be due and payable on January 1<sup>st</sup> and considered late at the close of the first annual meeting. Dues are non-prorated.

New members and members renewing delinquent memberships after January 1<sup>st</sup> must pay the annual dues in full. Membership will begin or resume the day payment is received.

**Section Six – Membership Termination**

Members may terminate their membership and/or status as a Member in Good Standing, at any time, voluntarily or automatically by failing to pay their annual Dues. At no time will refunds of dues, entire or partial, be provided.

Organizations may be denied CONA membership or have their membership revoked for “good cause” by a two-thirds vote of the Executive Committee and subsequent simple majority ratification by the membership, with or without a quorum present.

**ARTICLE FOUR – CONA MEMBERSHIP**

**Section One – Membership Qualifications**

The membership of CONA is composed of all ACTIVE member organizations who are in Good Standing. No person who has become or formally announced his or her intention to become a candidate for or who has been elected to a position in city, county, state or federal government shall be eligible for membership. Participation on unpaid city formed Citizens Task Forces, Commissions or Boards is permitted.

No city, county, state, or federal employee whose responsibilities include policy setting shall be eligible to serve as a Member.

**Section Two – Responsibilities**

The Membership shall nominate and elect an Executive Committee of a specified number who shall represent and act on CONA matters on behalf of the membership. The CONA membership may ask the Executive Committee to take action on any matter within the purview of CONA.

The membership will meet annually or as required to set direction, identify issues, and set priorities for CONA. During the year Members may identify other matters of importance to their neighborhood and community and to the City as a whole. These matters are then brought to the entire membership for discussion and prioritization for action. The membership will review the recommendations, decisions and actions of the Executive Committee and ratify those actions as required by these By-Laws.

**Section Three – Voting**

Designated representatives (and/or their alternates) of ACTIVE member organizations are entitled to vote on matters brought before the CONA membership, with a maximum of one (1) vote per member organization.

Unless otherwise provided for in Article Nine absentee ballots and proxy voting are not allowed.

Representatives and alternate representatives of ASSOCIATE member organizations do not vote.

## **ARTICLE FIVE – EXECUTIVE COMMITTEE**

### **Section One – Qualifications**

The Executive Committee shall be nominated and elected from among the CONA membership. Candidates must be members of an ACTIVE member organization in Good Standing but are not required to be that organization's CONA representative or alternate to be eligible for nomination or election.

No person who has become or formally announced his or her intention to become a candidate for or who has been elected to a position in city, county, state or federal government shall be eligible to serve as a member of the Executive Committee. Participation on unpaid city formed Citizens Task Forces, Commissions and Boards is permitted.

No city, county, state, or federal employee whose responsibilities include policy setting shall be eligible to serve as a member of the Executive Committee.

### **Section Two – Responsibilities**

The Executive Committee shall deliberate and decide upon all matters pertaining to the goals or welfare of CONA and referred to it by the CONA membership. The Executive Committee exercises full jurisdiction over all CONA affairs. The results of any motions acted upon by the Executive Committee are to be reported to the membership at the next regular meeting following the action.

### **Section Three – Number**

The Executive Committee consists of the following:

The five Officers of CONA:

President, First Vice President, Second Vice President, Secretary and Treasurer

The Chairs of CONA's Standing Committees

A person may hold no more than two Executive Committee positions and has only one vote on any Executive Committee decisions. The immediate past president of CONA will serve in an advisory (non-voting) capacity.

### **Section Four – Term**

The term of office for each of the Executive Committee shall be one calendar year, from January 1 through December 31.

Unless otherwise provided for in these By-Laws each elected member of the Executive Committee shall hold office for the term they are elected and until a qualified successor has been nominated, elected and begins their term on January 1st or until their early resignation, removal from office or death.

Any Executive Committee Member who fails to attend two consecutive Executive Committee meetings without an excused absence from the President shall be deemed to have resigned.

**Section Five – Vacancies**

Except for the Office of the President, any vacancy occurring in the Executive Committee shall be filled by the recommendation of the Nominating Committee and ratification by a vote of the CONA membership. Any appointee shall hold office until the next annual election.

The First Vice President, and in succession the Second Vice President, will fill a vacancy in the Office of President until the next annual election.

**Section Six – Removal of a Member**

By majority vote the Executive Committee may, for just cause, request the resignation of a member of the Executive Committee. Ten days notice in writing or via electronic means to the affected member and the CONA membership of any such action shall be required.

Additionally, by majority vote the CONA membership may, for just cause, request the resignation of an Executive Committee member. Ten days notice in writing or via electronic means to the affected member of any such action shall be required.

If such resignation is not forthcoming, the member may be removed from office by a majority vote of the CONA membership voting by written ballot at a regular meeting or a special meeting called for such action.

**ARTICLE SIX – OFFICER DUTIES AND POWERS**

**Section One – President**

The President:

Shall preside at all CONA meetings

Acts as Chairperson for the Executive Committee

Enforces the provisions of the By-Laws

Appoints Special Committees with the approval of the Executive Committee

Is an ex-officio member of all Standing and Special committees except the Nominations Committee

Is responsible for issuing public statements on behalf of CONA in accordance with these By-Laws

Shall have such usual powers of supervision and management as may pertain to the Office of President and shall perform such other duties as directed by the Executive Committee and CONA membership.

**Section Two – First Vice President**

The First Vice President:

During the absence or disability of the President, shall possess all powers and perform the duties of the President

In the event of resignation, removal from office or death of the President, shall possess all powers and perform the duties of that office until the Nominating Committee is able to conduct an election.

**Section Three – Second Vice President**

The Second Vice President:

During the absence or disability of the President and First Vice President, shall possess all powers and perform the duties of the President or First Vice President  
In the event of resignation, removal from office or death of the President and First Vice President shall possess all powers and perform the duties of that office until the Nominating Committee is able to conduct an election.

**Section Four – Secretary**

The Secretary:

Shall attend and keep minutes of all regular and special CONA membership meetings and all Executive Committee meetings and cause them to be published electronically or via other means as specified by the Executive Committee.  
Shall keep an accurate record of all names and addresses of representatives, alternates and member organizations  
Shall give due and proper notice of all meetings  
Shall conduct any functions required relating to social obligations of CONA including but not limited to sending cards or other recognition where and when appropriate  
Shall perform other such duties as may be designated by the President and the Executive Committee.

**Section Five – Treasurer**

The Treasurer:

Shall be responsible for all monies received by CONA, deposit funds in the name of CONA in an institution acceptable to the Executive Committee and, with the approval of the Executive Committee, pay all bills incurred by CONA on a timely basis  
Will render a statement of the condition of the finances of CONA at each Executive Committee meeting and at each meeting of the membership and at such other times as may be required. At the option of the Executive Committee said statement may be posted electronically in lieu of in-person reporting  
Shall cooperate with any auditor designated by the Executive Committee  
Shall perform all duties normally associated with the Office of Treasurer.

**ARTICLE SEVEN: STANDING COMMITTEES**

**Section One – Standing Committees, General**

Standing Committees are those committees of CONA with responsibilities that are ongoing from year to year. CONA's Standing Committees provide focus and emphasis for the mission and priorities of CONA.

Standing Committees report on Committee progress at each Executive Committee meeting and at each regular meeting as requested by the CONA President.

A Standing Committee may not act beyond the scope of their charter and must consult with the CONA President and the Executive Committee for concurrence



before any formal agreements are made that would commit CONA members to a specific course of action.

### **Section Two – Standing Committees, Formation and Membership**

Standing Committees are chartered by the Executive Committee and ratified by the CONA membership. The Chairs of each Standing Committee are nominated by the Nominating Committee along with CONA officers and are elected by the CONA membership during the annual election cycle.

A Standing Committee Chair must be a member of an ACTIVE member organization in Good Standing but is not required to be that organization's CONA representative or alternate to be eligible for nomination or election.

The Standing Committee Chair selects the members of their Committee. Standing Committee members are chosen primarily from the CONA membership. Upon occasion there may be a need to enlist the assistance of a non-CONA member with specific skills, knowledge, or expertise. These By-Laws thus provide for occasional Committee membership from the community at large, however, Standing Committee Chairs are encouraged to give preference to Committee participation by CONA members.

### **Section Three – Standing Committees, Enumerated**

CONA's Standing Committees are:

Audit: Consists of a minimum of three members at will. The Audit Committee provides for an independent review of CONA's financial records quarterly. The current and immediate past CONA Treasurer may not be a member of the Audit Committee.

Codes: Consists of a Committee Chair and members at will. The Codes Committee works with neighborhoods and local government organizations to insure effective compliance with municipal ordinances.

CONA Leadership: Consists of a Committee Chair and the mentors for each segment of classes. The CONA Leadership Committee provides training and guidance for neighborhood residents in marshalling resources to better the community and to expand the pool of skilled neighborhood leaders.

Land Development & Historic Resources: Consists of a Committee Chair and members at will. The Committee advises on Land Use Regulation, and monitors the city's preservation of historic resources.

Membership: Consists of a Committee Chair and members at will. The Committee is responsible for identifying, recruiting, and retaining CONA members. Shall assist the Secretary in confirming a quorum is present at all meetings.

Nominating: Consists of a Committee Chair and two members at will from the CONA membership. The Committee is responsible for selecting, vetting and presenting a slate of candidates to the membership at the November regular meeting and for conducting the election at the December regular meeting after the CONA Secretary draws the ballot from the Nominating Committee's slate and any floor nominations from the November regular meeting.

Public Safety: Consists of a Committee Chair and members at will. The Public Safety Committee monitors the crime rate and police response in the community and works with the St. Petersburg Police Department, the Pinellas County Sheriff's office, and other agencies on crime awareness, prevention and prosecution.

#### **Section Four – Standing Committee Dissolution**

A Standing Committee may be created, dissolved, or modified by amendment of these By-Laws.

### **ARTICLE EIGHT: SPECIAL COMMITTEES**

#### **Section One – Special Committees, General**

Special Committees are created to fill a temporary or transient need.

Special Committees report on Committee progress at each Executive Committee meeting and at each regular membership meeting as requested by the CONA President.

A Special Committee may not act beyond the scope of their charter and must consult with the CONA President for concurrence before any formal agreements are made that would commit CONA members to a specific course of action.

#### **Section Two – Special Committees, Formation and Membership**

Special Committees are chartered by the CONA President, who selects the Committee Chair.

A Special Committee Chair must be a member of an ACTIVE member organization in Good Standing but is not required to be that organization's CONA representative or alternate.

The Special Committee Chair selects the members of their Committee. Special Committee members are chosen primarily from the CONA membership. Upon occasion there may be a need to enlist the assistance of a non-CONA member with specific skills, knowledge, or expertise. These By-Laws thus provide for occasional Committee membership from the community at large, however, Special Committee Chairs are encouraged to give preference to Committee participation by CONA members.

### **Section Three – Special Committee Dissolution**

A Special Committee may be dissolved by majority vote of the Executive Committee.

## **ARTICLE NINE: ELECTIONS**

### **Section One – Candidate Eligibility**

The Officers and Standing Committee Chairs of CONA shall be nominated and elected from among the CONA membership. Candidates are not required to be the organization's CONA representative or alternate to be eligible for nomination or election to the Executive Committee.

A candidate may run for or occupy no more than two Executive Committee positions.

The Officer and Standing Committee positions of CONA require specialized experience, knowledge, skills and abilities and candidates will be vetted by the Nominating Committee prior to being added to the candidate slate.

### **Section Two – Preparation of Election Slate**

The Nominating Committee shall present their slate of candidates at the November regular meeting. Nominations shall additionally be taken from the floor until the President closes the nominations at the end of the November meeting.

### **Section Three – Ballot Preparation**

The CONA Secretary shall prepare the ballot taken from the vetted slate and floor nominations for the December annual meeting. The candidate slate shall then be published no later than the first Wednesday in December electronically or via other means as specified by the Executive Committee.

### **Section Four – Ballot Form**

The ballot will be in written form will contain a list of candidates for each Office or Committee. In the event that only one candidate is nominated for a position that candidates name will appear opposite a "Aye" or "Nay" question. When multiple candidates are nominated for an office each name will appear under the title "Vote for only one" (or equivalent language) and opposite a check box. A place for write in candidates will be provided for each Officer or Committee Chair.

### **Section Five – Voting**

The Nominating Committee shall distribute ballots to each ACTIVE member representative (or their alternate) at the beginning of the December annual meeting of the CONA membership. The CONA President will call for the vote from the floor. The Nominating Committee shall then collect all ballots, tabulate the results and announce the results before the end of the December meeting.

A candidate must receive a majority vote of the Members present in order to be elected to office.

Defective ballots will be discarded. Election by acclimation is not permitted.

**Section Six – Installation of the Executive Committee**

The newly elected Executive Committee takes office on January 1<sup>st</sup> and is sworn in at the beginning of the January regular meeting of the CONA membership.

**ARTICLE TEN – MEETINGS AND QUORUMS**

There are four categories of meetings – Executive Committee Meetings, Membership Meetings, Goal Setting Meetings, and Special Membership Meetings.

**Section One – Executive Committee Meetings**

Executive Committee meetings are called by the President and are held as required to address the business of the Committee. Meetings may be held face-to-face at a time and place designated by the President. Additionally, Executive Committee meetings and their associated deliberations may be held in synchronistic or nonsynchronistic electronic fashion as designated by the President.

A Quorum shall consist of a simple majority of the Executive Committee membership, less any vacant positions.

Each Executive Committee member is entitled to one vote with a limit of one (1) vote per member organization.

Absentee ballots and proxy voting are not allowed.

A majority vote at a synchronistic meeting where a Quorum is present or a majority vote at a nonsynchronistic meeting where a Quorum has been polled and responded constitutes action by the Executive Committee.

**Section Two – CONA Membership Meetings**

CONA Membership meetings are held the third Wednesday of each month. Meetings may be rescheduled for another day within the same month with the approval of the Executive Committee and a minimum of twenty-eight days notice to the general membership. Such notice may be by voice announcement at a CONA membership meeting or electronically, or via other means as specified by the Executive Committee.

CONA Membership meetings shall be open to all Active and Associate members and to the community at large.

Meeting agendas will be drafted by the President in collaboration with the Executive Committee.

Members may make a request to add an item to the agenda during a prior meeting, by written request prior to a meeting, or within the agenda item entitled “New Business”.

A Quorum shall consist of one third of the total ACTIVE members.

Each ACTIVE member organization in Good Standing is entitled to one vote.

Absentee ballots and proxy voting are not allowed.

A majority vote at a meeting where a Quorum is present constitutes action by the membership.

### **Section Three – Goal Setting Meetings**

Goal Setting meetings are held as required to set and update the direction and priorities of CONA.

Goal Setting meetings shall be open to all Active and Associate members.

A twenty-eight day advance notice of meetings is required. Such advance notice may be by voice announcement at a CONA membership meeting, electronically or via other means as specified by the Executive Committee.

No Quorum is required.

Each ACTIVE member organization in Good Standing is entitled to one vote.

Notwithstanding their status as an ACTIVE member the Executive Committee members (Officers and Standing Committee Chairs) additionally each have one vote.

Absentee ballots and proxy voting are not allowed.

A majority vote at a Goal Setting Meeting constitutes action at a Goal Setting Meeting.

### **Section Four – Special Membership Meetings**

Special Meetings of the membership shall be held at the call of the President, by and with the consent of the majority of the Executive Committee. Special Membership Meetings may also be held upon ten days notice at the written request of at least one-fourth of the Active members in Good Standing. Such request shall be submitted to the President.

Special Membership Meetings shall be open to all Active and Associate members.

A Quorum shall consist of one third of the total ACTIVE members.

Each ACTIVE member organization in Good Standing is entitled to one vote.

Absentee ballots and proxy voting are not allowed.

A majority vote at a Special Membership Meeting where a Quorum is present constitutes action by the CONA membership.

## **ARTICLE ELEVEN: PARLIAMENTARY PROCEDURE**

The rules contained in “Robert’s Rules of Order Newly Revised” shall govern CONA in all cases where they are applicable and in which they are not inconsistent with these By-Laws.

## **ARTICLE TWELVE: PUBLIC STATEMENT POLICY**

Only the CONA President or the President’s designee will make public statements on behalf of CONA.

When responding to public or media inquiries any position statements should first represent any positions voted on by the general membership of CONA.

Recognizing that some inquiries may require a broader response, the President may further acknowledge and respect the diverse opinions that may exist within the organization.

**ARTICLE THIRTEEN: AMENDMENTS TO THE BY-LAWS**

These By-Laws may be amended at any regular membership meeting by a two thirds vote of the members in attendance provided there is a Quorum. Any amendment to the By-Laws must have been noticed in writing or via electronic means to the entire voting membership at least four weeks prior to a vote. Distribution of proposed By-Law amendments at a regular CONA membership meeting shall be deemed sufficient notice. Said amendments shall take effect immediately unless otherwise specified.

**ARTICLE FOURTEEN: FUND RAISING**

Any fund raising shall be approved by the Executive Committee and shall not violate any city, county, state or federal statute of law. Donations may be accepted. Contributions to the CONA Leadership Fund and fees collected or expenses paid for the CONA Leadership program are the responsibility of that program and shall be segregated from the general CONA Treasury.

**ARTICLE FIFTEEN: DISSOLUTION AND DISTRIBUTION**

Upon dissolution of the corporation, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such a manner as the Executive Committee shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as such court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE SIXTEEN: CERTIFICATE OF ADOPTION**

The By-Laws enumerated in this document from Article One to Article Fifteen were duly adopted by the CONA Members and Executive Committee of the Council of Neighborhood Associations of South Pinellas County, Inc. (CONA) on August 20, 2014.

Certified by:

*Judy Landon*

*(facsimile signature)*

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Secretary  
Council of Neighborhood Associations of South Pinellas County, Inc.