



Bylaws

Article I Name

The name of the organization is The Oak Lawn Committee, Inc. (also referred to herein as the OLC). The permanent address for all correspondence is P.O. Box 190912, Dallas, Texas 75219-0912.

Article II Purpose and Mission

Section 1. Purpose. The Oak Lawn Committee was established for the purpose of bringing together neighborhood groups and other interests to represent the Oak Lawn community. The OLC was a principal organizer of the Oak Lawn Forum and represented the residential community during the planning process to formulate and implement an overall plan for the development of the Oak Lawn area of Dallas. The Dallas City Council adopted the Oak Lawn Plan on December 14, 1983. The Oak Lawn Ordinance was written with the Oak Lawn Plan as the guiding document. The Dallas City Council established the Oak Lawn Special Purpose District, PD 193, through the implementation of Ordinance 21859, on February 8, 1985. The Ordinance was amended on September 8, 1992, October 27, 1993, and September 26, 2001.

Section 2. Mission. The mission of the Oak Lawn Committee is a charitable organization that addresses quality of life issues for the greater Oak Lawn area, such as lessening the burdens of government, lessening of neighborhood tensions, combating community deterioration, and the erection or maintenance of public buildings, monuments, or works. To achieve its mission, the OLC shall monitor real estate development for conformity with PD 193, provide a place for neighborhood review of projects, provide common sense evaluation of proposed solutions when a variance to the ordinance is appropriate, and work for and uphold the general welfare, quality of life, and economic well being in Oak Lawn. The OLC is guided in its mission by the Oak Lawn Ordinance. The actions of the OLC will be through the work of the officers and members with residents, businesses, organizations, all appropriate City of Dallas officials and staff, the Dallas Area Rapid Transit Authority (DART), the Dallas Independent School District (DISD), Dallas County, and the State of Texas, and their representatives.

Article III Members

Section 1. Membership. Membership is voluntary and limited to those who live in Oak Lawn, own property in Oak Lawn, lease or rent property in Oak Lawn, or work in Oak Lawn. A member who no longer meets these enumerated qualifications can retain membership by paying dues and remaining an active member. A qualified person may join the OLC by paying dues at the first meeting attended. The new member may vote on OLC actions at their third meeting attended. Active members are those who have attended at least one half of the regularly scheduled meetings in the prior 12 months or at least one half of the regularly scheduled meetings since becoming a member

Section 2. New Members. New members shall receive a membership packet containing information about the OLC. Copies of the Oak Lawn Plan and PD 193 will be offered for purchase to new members from the OLC at its cost for reproducing them.

Section 3. Decorum. By accepting membership in the OLC, individuals acknowledge that members have vested interests that they wish to protect while working together to build a diverse, mixed-use community. Each member agrees, that while there will be differences of opinion, the majority opinion, which is the result of an open debate of the issues, followed by a vote of the members, will be the position of the OLC, and to treat fellow members, non-members, and Presenters with courtesy at all time.

Section 4. Dues. Annual dues, from January 1 through December 31, are \$50 for individuals and \$100 for businesses and organizations. Dues are not pro-rated. If a member does not pay the dues by the March meeting, membership is terminated and can only be reinstated through the new member procedure.

Section 5. OLC Membership for Public Officials. City representatives and people serving on the City Council, the Plan Commission, or the Board of Adjustment may maintain membership in the OLC. These members are encouraged to attend meetings to gain an understanding of the position of OLC members on issues, and to be a resource for information during debate. However, during their term of employment or office, these members are excluded from voting on any projects before the OLC.

Section 6. Removal Procedures. Termination of membership can be made if members represent themselves as officially speaking for and representing the views of the OLC without authorization from the President. At a regularly scheduled meeting, a member may be removed for any reason by the affirmative vote of two-thirds (2/3) of the active members of the OLC.

Article IV Officers

Section 1. Officers. The officers of the OLC are President, Vice President, Secretary/Treasurer, and City Hall Liaison.

Section 2. Officer Nominations. The procedure for nomination and election to office is as follows. At the regular September meeting, candidates for all positions will be nominated. These nominations shall be stated in the notice for the Annual Meeting in October. At the Annual Meeting, no nominations shall be accepted from the floor and the election shall be held. Prior to the election for each office, the candidates shall state their qualifications for the office. Officers shall be elected by secret ballot, with the vote recorded in the minutes of that meeting.

Section 3. Term of Office. The term shall be from January 1 through December 31. No member shall hold more than one office at a time.

Section 4. Officer Eligibility. All active members are eligible to serve as officers except members serving on the City Council, the Plan Commission, or the Board of Adjustment.

Section 5. Election of an Officer to a Vacancy. At the meeting where notification of a vacancy in an office is made, members of the OLC shall nominate candidates for the office for the unexpired term, or a member may declare as a candidate for the office. At the same meeting, candidates shall have the opportunity to state their qualifications for the office. The election shall be held by secret ballot at the next regular meeting, with the vote recorded in the minutes of that meeting.

Section 6. Officer Removal Procedures. At a regularly scheduled meeting, an officer may be removed for any reason by the affirmative vote of two-thirds (2/3) of the active members of the OLC.

Article V Meetings

Section 1. Meeting Dates. The regular meetings of the Oak Lawn Committee shall be on the first Tuesday of each month. When the week of the meeting contains a holiday, the President shall have the option of moving the meeting to the second Tuesday of that month. If the meeting date is an official Election Day, the meeting shall be held on the second Tuesday of that month. If the President and Secretary/Treasurer determine there is no business to conduct, they may cancel the regular meeting with notice to the members by the Friday before the meeting.

Section 2. Annual Meeting. The regular meeting held in October shall be known as the Annual Meeting and shall be for the election of officers, changes to the OLC Bylaws, and other appropriate business, all of which shall be included in a notice to members three weeks prior to the meeting date, or within three days after the regularly scheduled September meeting, whichever is later.

Section 3. Quorum. A quorum for all regularly scheduled meetings is the number of active members attending the scheduled meeting. Approved action shall be by majority of the quorum. A member may not vote by proxy.

Section 4. Pre-Meeting. The applicant or the representative for a project to be presented to the OLC shall complete a profile of the project on the form provided by the OLC and deliver the completed form to the Secretary/Treasurer by noon on the Tuesday prior to the regularly scheduled monthly meeting. The President and the Secretary/Treasurer shall set the agenda. The Secretary/Treasurer shall cause the agenda to be delivered by facsimile, e-mail, or U.S. Mail, as appropriate, to all members prior to the meeting. No negotiation shall take place between the officers, the members of the OLC, and the applicant or their representative prior to the meeting.

Section 5. Meeting Format. The presiding officer shall conduct the regular meetings in the following format: call the meeting to order and welcome the guests; state the purpose of the OLC and the procedure for presentation of all cases; call for the presentation portion (see Section 6.) of the meeting by the applicants or their representatives. . The next order of business shall be: approval of the minutes of the last meeting and the treasurer's report, as presented in the agenda of the current meeting; discussion of the presentations and call for motions on the action to be taken by the OLC, presentation of the reports of the sub-committees; a call for any old business, new business, and announcements.

Section 6. Presentations: After distribution of materials, the presiding officer shall ask the presenter to state the specific items for which application is being made at the beginning of the presentation. Each presenter may speak for a reasonable amount of time without taking questions from Committee members. At the completion of each presentation, the presiding officer shall recognize Committee members, in turn, to ask questions of the applicant and/or presenter. At the close of the questions, the presenter may make a final one-minute closing statement. The presenter will then remove all materials including exhibits or models other than materials distributed to the members.

Section 7. Discussion of Presentations: The discussion of the presentations is limited to voting and non-voting OLC members with comments. The presiding officer has the prerogative to request any non-members to speak to the OLC. The presiding officer shall conduct the discussion of the presentations.

Section 8. OLC Actions. The Secretary/Treasurer will verify the number of voting members present. The OLC may elect to support an application, not support an application, offer to negotiate the case with the applicant, or abstain from comment. The action taken by the OLC shall be one of the following: a motion that specifies the specific conditions of support, a motion that specifies the specific reasons for non-support, a motion that calls for appointment of a sub-committee and the scope of it agenda to negotiate with the applicant, or a motion to abstain from comment on the project. The Secretary/Treasurer shall record in the minutes of the meeting, the names of the members making the motion and the second, the specific action taken by the OLC, and the numerical votes in favor or against the motion. When a decision on a case must be made before the next regular meeting of the OLC, the President may take action on that case by consulting with the officers of the OLC and, based upon their joint decision, and the views of the sub-committee, if one has been established, take action as deemed appropriate for the OLC. This provision is to be used sparingly and not to be abused by tight scheduling established by the applicant. Other than under these circumstances, only

the action of the OLC as voted on by its members may be represented as the decision or opinion of the OLC.

Section 9. Conflicts of Interest. A member has a conflict of interest and may not vote on a project presented to the OLC if that person is a member who is employed by the applicant or the presenter; if that person has, or has anyone in the member's employment who has, an existing contract with the applicant or presenter; if that person has, or has anyone in the member's employment who has, submitted an offer, bid, or proposal to the applicant or presenter on the case at hand; if that person has, or has anyone in the member's employment who has, completed a contract with the applicant or presenter within two months prior to the vote, or if that person is the spouse, significant other, parent, or child of the applicant.. In addition, a member may not participate in discussion of a particular application on which the member has a conflict of interest. A member with a conflict of interest may present to the OLC.

Section 10. Letters to Applicants and City Hall. The Secretary/Treasurer, or a designated member, shall draft a letter to the presenter with a copy to the appropriate City Hall entity stating the specific action taken by the OLC on an issue and the reason(s) for that action. The President is responsible for reviewing and approving the letter. The President shall sign the letter and cause it to be sent in a timely manner.

Section 11. Records, Minutes, and Agendas. Permanent records shall be in the possession of the President or Secretary/Treasurer. The current agenda shall contain the minutes for the preceding meeting. The minutes shall state the action taken on each case, noting the person making and seconding each motion, and will include summaries of the letters stating the OLC position.

Article VI Committees

Section 1. Sub-Committees. When a project requires negotiation with an applicant, the presiding officer shall appoint a sub-committee of a chair and at least two or four other OLC members. Chairmanship and membership on the OLC sub-committees should be offered to, and rotated among, all the members of the OLC who wish to serve. The sub-committee shall negotiate with the applicant only under the authority and objectives established in the motion creating the sub-committee. The chair shall schedule a meeting with the person designated by the applicant. A majority of the members of the sub-committee must be present at any meeting, but preferably all will be present. If the applicant seeks to expand the scope of the conditions to be considered beyond those established by the OLC, the chair of the sub-committee must report back to the President, who if time does not allow for a presentation to the full committee, must consult with the other officers of the OLC, and chose to expand the scope of the sub-committee or dissolve the sub-committee. If the sub-committee is dissolved, and the applicant is scheduled to appear before the City before the next regularly scheduled meeting of the OLC, letters will be prepared and sent to the applicant and the appropriate City Hall entity asking the applicant to reschedule the presentation to the City. The letter will state that, unless they are able to do so, the OLC shall be unable to negotiate a compromise

that will allow the OLC to support their case based on the concerns as outlined in the negotiation points of the sub-Committee which will be enumerated in the letter.

Section 2. Bylaws Committee. The bylaws may be amended annually. At the regular July meeting, if it is so desired, a motion to amend the bylaws may be made, and if passed, the President shall then appoint a Bylaws Committee to consider changes and make recommendations to the OLC. The proposed bylaws changes will be included in the notice of the Annual Meeting. The proposed bylaws changes will be voted upon at the Annual Meeting.

Article VII Parliamentary Authority

Section 1. Parliamentary authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the OLC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the OLC may adopt.

Approved at The Oak Lawn Committee Annual Meeting, October 3, 2006.

Linda White
Secretary/Treasurer