

## **Jack London Neighborhood Crime Prevention Council Bylaws – Adopted April 2016**

### **Article 1. Name and location**

The name of the organization is the Jack London Neighborhood Crime Prevention Council ("Jack London NCPC"). For the purposes of these bylaws, the Jack London NCPC consists of the Oakland Community Policing Beat "1X" as defined by the City of Oakland.

### **Article 2. Purpose**

To help prevent crime, promote public safety, and enhance the quality of life in the Jack London District and surrounding areas.

### **Article 3. Membership**

All residents, businesses, community organizations, service groups, church organizations, youth groups, labor unions, merchant associations, school and parent-teacher organizations, as well as interested members of the community located in Beat 1X area of Oakland can be a member of the Jack London NCPC.

### **Article 4. Meetings**

#### **4.1 Regular Meetings**

The Jack London NCPC will meet monthly at a regularly designated time and place, 7pm at 333 Broadway on the 4<sup>th</sup> Tuesday of the Month and be open to all Jack London NCPC members and the general public. Meetings shall be democratically run, but need not conform strictly to Robert's Rules of Order.

#### **4.2 Meeting Notice**

The Board of Officers shall give notice of all Meetings to as many Jack London District residents as possible, through any means of communication. The notice shall include the location, day & hour, matters that members will be voting on, and the purpose of the meeting.

#### **4.3 Meeting Quorum**

At least one (1) Jack London NCPC Officer and at least two (2) members must be present to conduct business at an NCPC meeting.

### **Article 5. The Board of Officers**

#### **5.1 Powers and Duties of Board of Officers**

The Board of Officers shall manage the Jack London NCPC.

#### **5.2 Title and Duties of Officers**

The Jack London NCPC may designate as necessary the following offices to serve on the Board of Officers.

**A. Chair and Co-Chair:** The Chair shall preside at all Jack London NCPC Meetings and any Board of Officer meetings, supervise the execution of Officer orders and resolutions, sign legal instruments if necessary, and will represent the Jack London NCPC in other community meetings. The council may designate a second person to serve as Co-Chair, sharing all outlined responsibilities.

**B. Secretary** The Secretary shall keep the minutes of all Jack London NCPC meetings and perform other duties as directed by the Chair.

**C. Treasurer** The treasurer will collect and record money due and received by the organization, and will be custodian of its funds. If necessary, the Treasurer will maintain a bank account associated with the Council.

### **5.3 Election of Officers**

Officers shall be elected at Election Meetings to be held annually. Mid-term vacancies may be filled by Special Election.

### **5.4 Nomination of Officers**

Any Jack London NCPC member may make a nomination prior to an Election Meeting. Nominations are to be made at a Crime Prevention Council Meeting held one meeting prior to an Election Meeting.

### **5.5 Term of Officers**

Unless they resign, are removed, or become deceased, Officers shall serve a term of one year.

### **5.6 Removal/Resignation of Officers**

Officers may be removed by a Members vote for any reason; by the Board of Officers if an Officer no longer meets the qualifications in effect; or by the Board of Officers if the Officer fails to attend three (3) regular monthly Jack London NCPC meetings. An Officer may resign at any time by giving written notice to the Board of Officers.

### **5.7 Compensation of Officers and reimbursements**

Officers shall not be compensated but may be reimbursed for expenses incurred in connection with Jack London NCPC business. Receipts shall be provided to the Treasurer.

## **Article 6. Committees**

The Board of Officers may appoint committees as appropriate to carry out its duties. Committees Chairs and members are constructed by volunteer efforts only and do not carry a term. The Board of Officers may appoint or replace committee Chairs as necessary.

## **Article 7. Voting Rights**

### **7.1 Voting Rights**

There is one vote per Jack London NCPC member.

### **7.2 Proxies**

No proxies will be accepted by the Jack London NCPC for any matter that requires a vote by the membership. Members must be present at meetings to cast their vote.

### **7.3 Voting Requirements**

A majority of votes, fifty percent (50%+) plus one, of the total voting members present at the meeting shall prevail and decisions made by that majority shall be deemed decisions of the Membership of the Jack London NCPC. In the event of a deadlock on a matter, there shall be a second vote, and if a deadlock again results, the matter shall fail.

## **Article 8. Amendments to Bylaws**

The Bylaws may be amended at any Jack London NCPC meeting. Members must be notified at least thirty (30) days in advance of the proposed amendment. Two-thirds (2/3) of those present and voting must approve the change.