



Bluff Park Neighborhood Association

Manners of Acting and Standing Rules

FINAL

November 11, 2021

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Filling Board Positions

- a. A questionnaire, or other similar instrument, is completed by interested persons as candidates for board officer positions and helps ensure an informed process and the written attestation of their intent to discharge the roles and responsibilities in accordance with BPNA's bylaws and policies.
- b. A candidate for a board officer position must be at least at 18 years of age at the time of candidacy and meet other requirements as described in BPNA's bylaw and policies.
- c. A candidate may be considered for only one (1) board position at a time.
- d. Outgoing and non-renewing board officers are encouraged to help facilitate the filling of their positions prior to vacating their positions and to assist in a smooth transition for the onboarding of the incoming persons.

Board Election

- a. Since 2020, staggered terms of board officers have established that even-numbered years for the election of Secretary, Treasurer, and Vice President of Communications; and that odd-numbered years for the election of President, Vice President of Events & Fundraising, Vice President of Historic Preservation, and Vice President of Public Safety.
- b. Candidates for the board election are sought and encouraged to declare themselves well in advance of the appropriately scheduled and posted Community Meeting preceding the election and may do so up until the final call for candidates is held during the Community Meeting preceding the election.
- c. When a Community Meeting is deemed impractical to hold, the board sets and posts an alternate process for the call for candidates.
- d. Candidates for the board election, including incumbent candidates, for the board election are not provided with personal information about current and/or potential Voting Members for the express purpose of their candidacy.
- e. Personal information about how individual Voting Members cast their ballots is not made public nor provided to candidates for the board election.

Voting Memberships

- a. Membership payments received by check may be subject to a two (2) week processing time for deposit and clearing by the bank before deeming the membership dues as being "paid and current".

- b. Those who constitute the Voting Membership, as described in the BPNA bylaws, are eligible to cast ballots (vote) in board elections when their membership dues (a) are “paid and current” as of the end of the Community Meeting preceding the board election, and (b) remain “paid and current” throughout the duration of the balloting (voting) period.
- c. Those who constitute the Voting Membership, as described in the BPNA bylaws, are eligible to vote to ratify bylaws changes and budgets when their membership dues are “paid and current” as of the time when the vote is called.
- d. Votes may be cast by adults only, as defined by those 18 years of age or older.
- e. Memberships shall expire one year from the date of the last dues payment. In the case of a check payment, the expiration will be one-year from the date the check is dated or received by the BPNA, whichever is earlier.
- f. To help facilitate renewals, automatic annual renewal payments are encouraged.
- g. There is no grace period for lapsed or expired membership payments.
- h. Board officers are expected to maintain continuous status as Voting Members in good standing. Lapse in membership or lack of membership payment is considered a dereliction of duties by board officers.
- i. All personal information and data pertaining to current and past General Members and Voting Members shall be held in confidence in accordance with the BPNA’s Policy on Confidentiality.

Decorum Between Neighbors

- a. The BPNA and its board officers do not get involved in neighbor-to-neighbor disputes and encourages a collegial approach to resolution.
- b. Board officers are expected to maintain decorum appropriate to the BPNA in their day-to-day affairs and serve and act in a fiduciary responsibility to the BPNA and its mission and purpose.

Board Votes In Between Board Meetings

- a. The board may as needed engage in voting in between board meetings, subject to the same quorum and other stipulations described in the bylaws.
- b. Board officers shall be given clear direction and sufficient time to cast votes electronically or by other means when needed in between board meetings.
- c. The results of board votes between board meetings shall be included in the minutes of the next board meeting.

Public Facing Documents

- a. Subject to current state, federal and any other applicable laws or regulations, the BPNA considers its bylaws, policies, board meeting minutes, quarterly financial updates as presented at Community Meetings, and tax forms filed with the Internal Revenue Service (IRS) and Franchise Tax Board (FTB) as publicly accessible upon request. Anything outside of this list is not considered publicly accessible, unless required by law, statute, ordinance or court order, or by agreement of the board.
- b. When a request for information is received by the board, the board shall expeditiously respond within 2 weeks, unless impractical.
- c. The board, at its reasonable discretion, shall arrange a time, place and means to share publicly accessible documents that are requested and approved.

Association Assets and Information

- a. Control over the BPNA’s website; web hosting; communications; social media; documents; bank accounts; archives; post office box access; passwords; and other information and physical, electronic, and intellectual property and operational pieces may be shared among board officers, subject to board approval and oversight, to ensure the safety, security, maintenance, confidentiality, and continuity of important association assets.
- b. All such information, property and pieces shall be held in confidence in accordance with the BPNA’s Policy on Confidentiality.

Special Funds

- a. Since 2014 the Bluff Park Historic Lamppost Project is deemed a Special Fund of the BPNA, as described in the BPNA bylaws, and is consistent with the BPNA's purpose and mission.
- b. The goals and purpose of a Special Fund will be maintained on the BPNA's website and serve to help fulfill the BPNA's purpose and affirm the BPNA's nonprofit 501(c)(3) status.
- c. Monetary and in-kind contributions to Special Funds are raised and banked with the knowledge of, and expectation by, the donors of its stated and intended use.
- d. Any use of monetary or in-kind contributions to Special Funds by the BPNA outside of the purpose or project for which it is earmarked (a) shall be determined by the board only when the contributions and banked funds can no longer reasonably be used for the stated purpose or project, (b) shall conform to the BPNA bylaws, (c) shall be disclosed in advance to the individual donors who provided the contributions, and (d) shall provide the opportunity for the individual donors to have their contributions, if not previously expended or used for the stated purpose or project, returned to them to the fullest extent possible by the BPNA or redirected to the General Fund or another Special Fund of the BPNA, at the donor's written request.
- e. Each of the Special Funds is managed and maintained by the BPNA in a separate bank account following all of the same accounting, reporting, auditing and oversight expectations applicable to General Funds.
- f. At the board's approval and following the BPNA's bylaws, General Funds may be used for the purpose of a Special Fund.
- g. Requests by donors for refunds or return of monetary or in-kind contributions made to Special Funds are handled similarly according to the BPNA's policies governing other such requests pertaining to General Funds.

Nondiscrimination and Value of Diversity, Equity, and Inclusion

- a. The BPNA and board do not discriminate on the basis of, and encourage active engagement and participation, regardless of Voting Membership status, property ownership or non-ownership resident status, time living in the neighborhood, residence in contributing or noncontributing structures, employment, age, race, gender, gender identity, sexual orientation, ethnicity, place of birth, socioeconomic status, language, ability, religion, or political perspective.
- b. The BPNA and its board officers value diversity, equity, and inclusion (DEI). This will be effectuated by bringing differences and variety; by promoting impartiality, justice, and fairness; by creating a sense of belonging; and by helping make others feel welcome, needed, and empowered.
- c. The BPNA and its officers promote, self-assessment and awareness of DEI issues, especially diversity among its officers, volunteers, members, committee members, and collaborators, and includes implicit, internalized, systemic, structural and interpersonal bias.
- d. The board recognizes that these are more than aspirations and strives to improve continuously to achieve and surpass these benchmarks.

Changes to BPNA's Manner of Acting Policy and Other Policies

- a. From time to time, the BPNA board of its own accord may amend this Manner of Acting Policy and other policies to help facilitate the functions of the board and the association in meeting its mission and bylaws.
- b. Changes to the BPNA's bylaws are handled separately as stipulated within the Bylaws.

Approval & Posting History:

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