

MOUNT HOPE NEIGHBORHOOD GROUP BYLAWS

Article I

Name

The official name of this organization is the Mount Hope Neighborhood Group, abbreviated as MHNG.

Article II

Purpose

- A. The purposes for which this organization is formed are those as set forth in the Bylaws. Its purpose is to implement neighborhood engagement and advise to the City of San Diego District 9 in matters of neighborhood quality of life and residents safety.¹
- B. In addition to the purpose stated above, MHNG shall focus on providing residents with clear information on city matters that relate to the neighborhood including police reports and city ordinance. Additionally, the group shall provide residents with family engagement activities with the goal of creating a sense of community among residents.

Boundaries

The community planning area boundaries for the MHNG are the boundaries of Mount Hope neighborhood, as shown on Exhibit "A."

Article III

¹The MHNG has not yet been recognized by the City Council to make recommendations to the City Council, Planning Commission, City staff and other governmental agencies on land use matters, specifically concerning the preparation of, adoption of, implementation of, or amendment to, the General Plan or a land use plan when a plan relates to Mount Hope boundaries.

Members & Committees

The Board of Trustees to represent the Mount Hope community. "Elected members" referred to Trustees in these Bylaws. These shall be Chair, Vice Chair and Secretary. Terms shall have a limit of two consecutive years. If a Board member wants to retain their position for longer than two consecutive years, they must be elected by $\frac{2}{3}$ group vote.

The Board will comprise at least the following positions: Chair, Vice-Chair, and Recording Secretary. The Chair will be responsible for writing and distributing the monthly meeting agenda, hosting the monthly MHNG meeting, promoting resident engagement, speaking to the City Council on the group's behalf, network with other organizations, and attending other community meetings as necessary. The Vice-Chair will be responsible for supporting the Chair in all their roles, hosting the meeting when the Chair is not available, and other duties as deemed necessary. The Recording Secretary is responsible for taking notes of the monthly MHNG meetings and supporting the Chair and Vice-Chair as deemed necessary. More positions on the Board may be created as necessary through an amendment to these Bylaws.

Eligible Member of the Community to hold any of the Board of Trustees roles: An individual at least 18 years of age and affiliated with the community as a:

- (1) Property owner, who is an individual identified as the sole or partial owner of record, or his/her designee, of real property (either developed or undeveloped), within Mount Hope boundaries, or
- (2) Resident, renter, who is an individual whose primary address of residence is an address within the Mount Hope boundaries, or
- (3) Local businessperson, who is a local business or not-for-profit owner, or a single designee of that owner, at a non-residential real property address within Mount Hope boundaries. A local business or not-for-profit can have only one Eligible Member representative at a time.

- A. Committees refer to groups to no more than five members unless subject to amendment by the Board of Trustees, these groups are stipulated as Governance, Community Engagement, Social Media and Publicity and Outreach.
- B. Committee members: any member of the Mount Hope Neighborhood interested in participating in committees regardless of property ownership within neighborhood boundaries established in Exhibit “A.” Members require approval by the Board Trustees. Members will be responsible for fulfilling the roles of the given committee and shall have a finite term of two years. Committee Roles outlined in Exhibit “B.”

Article IV

Elections

Election Policies for Annual and Special Elections

Section 1. Elections

A. Annual Elections: Annual elections of MHNG Trustees shall be held during the month of June in accordance with the election procedures found in this Article.

B. Special Elections: Special elections shall be called as required by these Bylaws. The election and voting policies and procedures for special elections shall be the same as the policies and procedures for annual elections with the exception of applicable dates and times for the special election. If a special election is held, the results of the special election shall remain in effect until the next normally scheduled election in June. Should a special election need to occur, but not within the time to put the special election on the next meeting agenda, the Board may choose to hold the special election at the closest feasible, reasonable time.

Section 2. Candidate Qualifications

Persons interested in running for a Trustee seat shall express their interest in writing or by electronic communication to the Election Committee. The deadline to qualify for candidacy in the June election shall be

at the conclusion of the regular or special May meeting. Candidates may announce their interest in running and be added to the list at the May meeting subject to their being qualified as a candidate. In order to be a candidate in an election to become a Trustee, a Member of the MHNG must have documented attendance at three of the MHNG meetings in the preceding 12-month period.

Section 3. Voting Policies

All voting policies are established with the goal of ensuring fair access to the election process and to avoid voting improprieties. The MHNG holds its annual election at a to be determined location in the month of June. The election will be advertised and conducted as an event in the regular June meeting. The MHNG will require proof of identity of those MHNG Members who are seeking to vote in Trustee elections.

The ballot shall be prepared by a Board member and presented to MHNG Members to vote and will clearly identify which candidates are running, how many candidates can be selected, and which candidates, if any, must receive a 2/3 majority of the vote due to service beyond two consecutive years of service.

Write-in candidates are allowed. If it is later determined that the write-in candidate is ineligible, any vote cast for an ineligible write-in candidate is an invalid vote and will not be counted. Voting shall be by secret written ballot. Proxy voting for elections is not allowed under any circumstances. Written ballots must be submitted via email² or on paper to the Board prior to the meeting if votee attendance will be virtual for the election.

No person may campaign for votes within ninety feet of the building in which a polling place is located. Election Committee officials may provide for the removal of persons violating this prohibition.

Section 4. Voter Requirements:

To be eligible to vote in an MHNG election, the voter must comply with any of the requirements stated in Article III to be either an property owner, renter, or business owner in the Mount Hope Neighborhood and also have documented attendance, either virtually or physically, at least one other MHNG meeting in the preceding 12-month period.

² Voting via email implies forfeiting confidentiality and secrecy of the vote.

Section 5. Election Procedures:

The Administrative Guidelines provides general guidance for Planning Group elections. The following are procedures pertaining to all MHNG elections:

A. The Chair of the MHNG will appoint and the Board of Trustees shall ratify an Election Committee consisting of 2 to 5 members. Said Election Committee shall not include any Trustee who will stand for re-election or any Member that is running in the election. The primary purpose of this committee is to supervise the election preparation as well as the election itself. The Election Committee shall also review the eligibility of candidates between the time a candidate applies and the preparation of the ballot.

B. Voting is done by secret ballot, with the Election Committee monitoring to ensure voters that their ballot has been cast in secrecy. A plurality of votes cast will determine the election of candidates. The elected Board shall be elected by written secret ballot at each annual meeting and shall hold office for a maximum of two consecutive years thereafter. The number of the members of the Board may be increased by a majority vote of the existing Board.

C. The Election Committee shall create a clear and simple ballot. The ballot must clearly state the number of open seats available and how many candidates are running for election. The ballots must stipulate that only pens may be used to mark the ballots. Write-in candidates are allowed and space must be provided on the ballot for write-ins.

D. The polling location shall be conducted at the meeting venue hosting the MHNG meeting. The meeting time and location shall be distributed via the monthly agenda at least 5 business days prior to the election. Absentee ballots are allowed as outlined in Article IV, Section 3 above. Neither physical nor virtual attendance is required for your vote to count in the election, the voter must be otherwise eligible to vote as detailed in Article IV, Section 3.

E. Role descriptions. The Board Chair is in charge of developing a monthly agenda, leading meetings in a timely and responsible manner, and takes part in decision making based on good judgment to always put the

needs of the community first. Additionally, the Board Chair ensures the fulfillment of the MHNG responsibilities and is a liaison to the community in city matters. The Board Vice-chair functions as a support role and council to the Board Chair, also able to lead meetings and make decisions in the Board Chair's absence. The recording Secretary also functions as a support role to the Chair and Vice-chair, the recording secretary keeps meeting minutes, oversees member's list is up to date and also tracks board members' terms and holds members accountable.

Article V

Meetings

Meetings of the MHNG shall be held within these boundaries in Exhibit A, except that when the MHNPG does not have a meeting facility within its boundary that is accessible to all members of the public, they may meet at the closest available meeting facility.

Article VI

Modification or Amendment of Bylaws

These Bylaws may be repealed or amended, or new Bylaws may be adopted (actions collectively referred to as "amendments" for the purposes of this section), by a majority vote of the Members of the MHNG in attendance at any monthly MHNG meeting or at any special meeting of the Members called for that purpose. Any Bylaws that may be repealed or amended must be included in the agenda sent prior to the regularly scheduled or special election meeting. Upon adoption by the MHNG of the proposed amendments, the MHNG shall be available for public review.

Procedures:

- A. Any resident under the definition of voter eligibility as detailed in Article IV, Section 4 of the Bylaws shall have the right to invoke a request for modification to bylaws.

- B. Requests for modification shall be presented in writing to the MHNG Board and shall include the requestor's full legal name and proof of eligibility to vote.
- C. The Board shall evaluate the request and act in the interest of all residents of Mount Hope and not just the benefit of an individual.
- D. If the Board seeks to modify the MHNG Bylaws, such modification will be submitted for vote to those members of the community eligible to vote and shall pass if a majority of voters vote to enact the modification.
- E. If the modification does not pass the majority vote, Bylaws shall remain as established in this most recently enacted version.

Exhibit A

