

BYLAWS - WITTER RANCH COMMUNITY ALLIANCE

1 Article I. OVERVIEW

2 **Section 1. NAME.** The name of this organization is the Witter Ranch Community
3 Alliance (WRCA).

4 **Section 2. PURPOSE AND VALUES.**

5 (a) The purpose of WRCA is to promote a sense of community among Gateway
6 West and Park View residents. We are committed to keeping our neighbors
7 informed of important developments that affect our safety, security, and
8 quality of life. We diligently represent the best interests of our community.

9 (b) WRCA core values include:

10 (i) Honesty and integrity

11 (ii) Open, accurate, and timely communication

12 (iii) Spirit of partnership with agencies that serve us

13 (iv) Solution-oriented thinking

14 (v) Open-mindedness

15 **Section 3. BOUNDARIES.**

16 (a) NORTH: Arena Boulevard

17 (b) SOUTH: San Juan Avenue

18 (c) EAST: Duckhorn Drive

19 (d) WEST: Witter Way, extending along canal to El Centro Road at Arena Blvd.

20 **Section 4. MEMBERSHIP.** Membership in WRCA is open to all residents, property
21 owners and business licensees located within the boundaries of WRCA who submit a
22 completed membership application to a WRCA Board member. A WRCA member
23 is considered "active" if that member has attended 2 or more of the past 6
24 consecutive WRCA general meetings.

25 **Section 5. VOTING.** Unless otherwise specified in these bylaws, a simple majority vote
26 is required to pass a motion. If there is a tie vote, the motion does not pass.

27 (a) Eligible voters: All active members of WRCA, 18 years of age or older, shall
28 have one vote each to be cast during attendance at the meeting in which the
29 vote is held. Votes may not be cast by proxy.

BYLAWS - WITTER RANCH COMMUNITY ALLIANCE

30 (b) Voting at general meetings: A minimum of 10 active WRCA members must
31 be present at a general meeting in order to hold a vote on an issue put before
32 the WRCA community.

33 (c) Voting by the Board: A minimum of 3 Board members must be present for
34 the Board to pass a motion.

35 **Article II. STRUCTURE.** WRCA is composed of a democratically elected Board of
36 Representatives (hereinafter referred to as “Board”), committees with Board-appointed
37 chairpersons, and working groups formed within committees on an as-needed basis.

38 **Section 1. BOARD OF REPRESENTATIVES.** The Board is composed of 5 active WRCA
39 members that have been democratically elected for a one-year term. Board members
40 do not have specific titles (i.e., president, secretary, treasurer). Tasks and
41 responsibilities are distributed among Board members according to their interests
42 and abilities.

43 (a) **BOARD MEMBER ELIGIBILITY.** To serve on the Board, a person must:

44 (i) Be an active member of the WRCA;

45 (ii) Have lived within the boundaries of the WRCA for a minimum of 90 days.

46 (b) **EXPECTATIONS OF BOARD MEMBERS.** Board members are expected to:

47 (i) Uphold the purpose, values, and goals of the WRCA;

48 (ii) Attend a minimum of every other general meeting for the WRCA;

49 (iii) Be able to communicate with the other WRCA Board members via e-mail.

50 (c) **ELECTION OF BOARD MEMBERS.** Board member elections are held at the first
51 general meeting in the calendar year. If there is an insufficient number of
52 active members present at the meeting pursuant to Article I, Section 5,
53 paragraph (b), the incumbent Board will remain in place until the next
54 general meeting when a sufficient number of active WRCA members are
55 present to vote.

56 (d) **DUTIES OF THE BOARD.**

57 (i) The Board appoints WRCA members to chair committees. Committees
58 may have multiple co-chairs.

59 (ii) The Board drafts the agenda for general meetings and makes every effort
60 to make that draft agenda available in advance of the meeting.

BYLAWS - WITTER RANCH COMMUNITY ALLIANCE

61 (iii) The Board represents the interests of the WRCA community in public
62 forums.

63 (iv) The Board may authorize an active member to represent WRCA at a
64 specific public forum for a specific purpose. The appointed
65 representative must clearly identify the duration and intent of their
66 appointment when addressing an audience on behalf of WRCA.

67 (e) **RECALL OF A BOARD MEMBER.** Any active WRCA member can propose a
68 motion to recall a board member without cause at a general meeting. That
69 motion must be seconded by another active WRCA member in order for the
70 recall issue to appear on the agenda for the following general meeting. A
71 two-thirds (2/3) majority vote of active members is required to pass a motion
72 to recall a board member.

73 (f) **BOARD VACANCIES.** A vacancy on the Board exists when a Board member is
74 absent for three (3) consecutive general meetings, submits a letter of
75 resignation to a Board member, or is recalled. The Board may fill any
76 vacancy on the Board by majority vote. A member appointed to fill a
77 vacancy shall serve the remainder of the unexpired term.

78 **Section 2. COMMITTEES.** The number and type of committees are determined by the
79 Board according to the need and interest of the community. Example committees
80 include Crime & Safety, Outreach, and Beautification.

81 (a) Committee chairpersons organize working groups depending on the needs and
82 interests of the WRCA members who join that committee.

83 (b) Committees may have multiple chairpersons.

84 (c) The term of a committee chairperson may not exceed that of the Board which
85 appointed the chairperson.

86 **Section 3. WORKING GROUPS.** Committee chairpersons consult with WRCA members
87 and the Board to identify specific events or topics that require the attention of a
88 working group. Examples include a flood safety preparedness working group,
89 National Night Out working group, and an Earth Day park clean-up working group.

90 **Article III. MEETINGS**

BYLAWS - WITTER RANCH COMMUNITY ALLIANCE

91 **Section 1. GENERAL MEETINGS.** The Board determines the schedule and frequency of
92 general membership meetings.

93 (a) AGENDA: At the call to order of a general membership meeting, the Board
94 members will vote whether to approve the draft agenda. Any person may
95 suggest an item for the agenda by submitting the suggestion in writing to the
96 Board at least seven days in advance of the membership meeting. An active
97 WRCA member may also make a motion during a general membership
98 meeting to add an item to that meeting's agenda. To pass, that motion
99 requires a second nomination and majority vote by the active WRCA
100 members present at that meeting.

101 (b) MINUTES: Minutes from general membership meetings shall be made
102 available by the Board. The Board shall maintain a record of previous
103 meeting minutes to document the outcome of motions.

104 **Section 2. COMMITTEE MEETINGS:** Committee chairpersons determine the schedule and
105 frequency of meetings for their respective committees according to the need and
106 interest of their committee members.

107 **Section 3. PARTICIPATION:** Anyone may attend WRCA general meetings and committee
108 meetings.

109 **Article IV. ADOPTION AND AMENDMENT OF THE BYLAWS.**

110 **Section 1. ADOPTION OF THE BYLAWS.** Adoption of these bylaws requires a two-thirds
111 (2/3) vote of the members present at the WRCA general meeting on Monday,
112 September 29, 2008.

113 (a) Elections for the 2009 Board of Representatives shall also be held at the
114 general meeting on September 29, 2008. The term of the 2009 Board shall
115 begin immediately after the election. Thereafter, the annual term of the
116 Board shall proceed as described above.

117 **Section 2. AMENDMENT OF THE BYLAWS.** The bylaws may be amended by the Board
118 with a two-thirds (2/3) majority vote among Board members. The Board shall
119 announce any proposed amendments to the bylaws at the first available general
120 meeting and the Board members shall vote on the proposed amendments at the
121 following general meeting.