



BYLAWS

Article I. OVERVIEW

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

Section 2. PURPOSE AND VALUES.

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

(b) WRCA core values include:

- (i) Honesty and integrity
- (ii) Open, accurate, and timely communication
- (iii) Spirit of partnership with agencies that serve us
- (iv) Solution-oriented thinking
- (v) Open-mindedness

Section 3. BOUNDARIES.

- (a) NORTH: Arena Boulevard
- (b) SOUTH: San Juan Road
- (c) EAST: Duckhorn Drive
- (d) WEST: Witter Way, extending along canal to El Centro Road at Arena Blvd.

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

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



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- (a) Eligible voters: All active members of WRCA, 18 years of age or older, shall have one vote each to be cast during attendance at the meeting in which the vote is held. Votes may not be cast by proxy.
- (b) Voting at general meetings: A minimum of 10 active WRCA members must be present at a general meeting in order to hold a vote on an issue put before the WRCA community.
- (c) Voting by the Board: A minimum of 3 Board members must be present for the Board to pass a motion.

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

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

- (a) BOARD MEMBER ELIGIBILITY. To serve on the Board, a person must:
 - (i) Be an active member of WRCA;
 - (ii) Maintain primary residence within the boundaries of WRCA; and
 - (iii) Have lived within the boundaries of WRCA for a minimum of 90 days.
- (b) EXPECTATIONS OF BOARD MEMBERS. Board members are expected to:
 - (i) Uphold the purpose, values, and goals of WRCA;
 - (ii) Attend a minimum of every other general meeting for WRCA; and



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- (iii) Be able to communicate with the other WRCA Board members via e-mail.
- (c) ELECTION OF BOARD MEMBERS. Board member elections are held at the first general meeting in the calendar year. If there is an insufficient number of active members present at the meeting pursuant to Article I, Section 5, paragraph (b), the incumbent Board will remain in place until the next general meeting when a sufficient number of active WRCA members are present to vote.
- (d) DUTIES OF THE BOARD.
 - (i) The Board appoints WRCA members to chair committees. Committees may have multiple co-chairs.
 - (ii) The Board drafts the agenda for general meetings and makes every effort to make that draft agenda available in advance of the meeting.
 - (iii) The Board represents the interests of the WRCA community in public forums.
 - (iv) The Board may authorize an active member to represent WRCA at a specific public forum for a specific purpose. The appointed representative must clearly identify the duration and intent of their appointment when addressing an audience on behalf of WRCA.
- (e) RECALL OF A BOARD MEMBER. Any active WRCA member can propose a motion to recall a board member without cause at a general meeting. That motion must be seconded by another active WRCA member in order for the recall issue to appear on the agenda for the following general meeting. A two-thirds (2/3) majority vote of active members is required to pass a motion to recall a board member.
- (f) BOARD VACANCIES. A vacancy on the Board exists when a Board member is absent for three (3) consecutive general



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meetings, submits a letter of resignation to a Board member, or is recalled. A Board vacancy may be filled by a majority vote of active members present at a general meeting.

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

- (a) Committee chairpersons organize working groups depending on the needs and interests of WRCA members who join that committee.
- (b) Committees may have multiple chairpersons.
- (c) The term of a committee chairperson may not exceed that of the Board which appointed the chairperson.

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

Article III. MEETINGS

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

- (a) **AGENDA:** At the call to order of a general membership meeting, the Board members will vote whether to approve the draft agenda. Any WRCA member may also make a motion during a general membership meeting to add an item to that meeting's agenda. To pass, that motion requires a second nomination by an active WRCA member present at that meeting.
- (b) **MINUTES:** Minutes from general membership meetings shall be made available by the Board. The Board shall maintain a



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record of previous meeting minutes to document the outcome of motions.

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

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

Article IV. ADOPTION AND AMENDMENT OF THE BYLAWS

Section 1. ADOPTION OF THE BYLAWS. Adoption of these bylaws requires a two-thirds (2/3) vote of the members present at WRCA general meeting on Monday, October 27, 2008. Elections for the 2009 Board of Representatives shall be held on the first general meeting in 2009.

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