



Roseville Coalition of Neighborhood Associations

POLICIES AND PROCEDURES—NEIGHBORHOOD COMMITTEE

DEACTIVATION OF NEIGHBORHOOD ASSOCIATION

Should a critical status change in the future of a neighborhood association appear necessary to deactivate a neighborhood association, the following procedures must be followed.

Procedures:

Responsible Party	Step	Action
NA President and all Board officers	1.	Determine if action is required and that there is no other alternative: <ul style="list-style-type: none"> • Circumstances require the temporary deactivation of the NA—insufficient leadership to keep ‘active’ status (must have tried all remedies to recruit replacement board members.) • Vote action needed and record in the Board minutes • All members must sign the minutes and affix their contact information (address/phone/email).
NA Board & Association Members	2.	Schedule a public meeting: <ul style="list-style-type: none"> • Send notification to all neighborhood members (via email and possible flyers); • At public meeting, announce Board’s recommended action and reasons for that action; • Hold discussions and follow with vote: <ol style="list-style-type: none"> 1. If NA members do not wish to deactivate the NA and members of the current board do not wish to continue, then the NA should nominate and elect new/additional members to fill a five (5) member board minimum; notify RCONA [Go to step 3] 2. If NA members decide to deactivate the NA, then proceed with notification to RCONA [Go to step 4].

NA Board; RCONA Treasurer	3.	<p>New board members added:</p> <ul style="list-style-type: none"> • As always when new Board members are elected, send letter to RCONA President advising new Board members and contact information. • If needed, old NA members should meet at the bank to create new signature cards for the account. Notify the RCONA Treasurer to sign a new signature card.
NA Board; RCONA Treasurer	4.	<p>Follow-up with Decision to Deactivate:</p> <ul style="list-style-type: none"> • Send letter to RCONA President informing of NA decision to deactivate following a public meeting. Include a copy of the minutes and sign-in sheet. • NA Treasurer/President arrange to meet with RCONA Treasurer to transfer remaining funds to the RCONA impound account following RCONA's <i>Establishing or Closing Bank Account Procedure</i>. • Turn over official records of the NA to the RCONA Secretary for safekeeping.
RCONA Officers	5.	<p>At next RCONA Board meeting:</p> <ul style="list-style-type: none"> • President will acknowledge receipt of NA action into the minutes; • Treasurer will update on bank account actions as they occur. • Secretary will update on receipt and storage of NA official records.

Enacted April 2011