



Roseville Coalition of Neighborhood Associations

POLICIES AND PROCEDURES—NEIGHBORHOOD COMMITTEE

RECRUITMENT / ACTIVATION OF NEIGHBORHOODS

The recruitment of new neighborhoods or reactivation of a formerly established neighborhood is key to the survival of the RCONA organization. This procedure will help us establish neighborhood contact and aid their entry toward that goal.

Procedures:

Responsible Party	Step	Action
RCONA Neighborhood Comm. Chair & Members (RNC)— @ First Contact meeting	1.	Organize NA logistics & future meeting format: <ul style="list-style-type: none"> • Meet with core group of 5-10 neighbors; • Assign a note taker for this meeting's minutes; • Make short "RCONA" presentation to group showing RCONA's contributions to the well-being of the City and NAs—programs, activities & events.; • Create email list among core group to continue planning; • Allow group to select 'Provisional Board' (temporary President, V.P., Secretary, Treasurer, RCONA rep., Members-at-large); • Discuss meeting schedules: <ul style="list-style-type: none"> A. How often (monthly, bi-monthly, quarterly) B. What dates (avoid 2nd & 3rd Thursdays—RCONA meetings) C. What time • Hand-out RCONA 'tips' packet
RNC— @ First Contact meeting	2.	Discuss 'homework' assignments for completion by next meeting: <ul style="list-style-type: none"> • Find public meeting place to accommodate up to 30 people. RCONA recommends public school site (advise of RCONA Liability Ins. on file with school districts) • Provide RCONA sample NA bylaws for consideration;

		<ul style="list-style-type: none"> • Discuss formation of newsletter or flyer to announce general meeting. • Suggest finding of sponsor of newsletter (i.e. realtors/local shops) in exchange for advertising; <ul style="list-style-type: none"> A. Get volunteer Block Captains to deliver newsletter; B. Discuss list of NA goals and events desired: <ul style="list-style-type: none"> • Neighborhood Watch (with police) • Problems specific to your NA • Park cleanup & annual BBQ • Annual Garage Sale, Easter Egg Hunt, etc. • KKAD25—stop speeding in your NA • Develop NA website
Core Group Before 2 nd meeting	3.	<p>Complete ‘homework’ assignments:</p> <ul style="list-style-type: none"> • Secure board meeting site—confirm proposed dates with school and sign ‘usage’ form at School District office; • Decide on content of proposed bylaws; • Have ‘goals’ list ready to present • Prepare minutes of First Contact meeting & agenda for 2nd meeting. • Secure date and place for general association meeting; • Develop flyer
RNC & Core Group @ 2 nd meeting	4.	<p>Review completion of ‘homework’ assignments, including:</p> <ul style="list-style-type: none"> • Vote of board on bylaws to recommend for final membership vote @ general NA meeting; submit to RCONA bylaws chair for review; • Approval of 1st meeting minutes; • Assist with General Association Meeting plans: <ul style="list-style-type: none"> A. Invite police—discuss Neighborhood Watch, crime reports, etc. B. Keep refreshments simple & possible prizes; C. Delivery of flyer/newsletter.
Provisional Board 3 rd meeting	5.	<p>Proceeds with General Association Meeting:</p> <ul style="list-style-type: none"> • Have sign-in sheets at entrance (get email addresses) • Have sign-up sheets for various committees out

		<ul style="list-style-type: none"> • Introduce RCONA president and RNC members who have been assisting with the organization; • Introduce bylaws approved for presentation by provisional board, and hold vote to adopt them; • Follow agenda, introducing goals and events as discussed. <p style="text-align: center;">CONGRATULATIONS!</p>
RNC After General meeting	6.	<p>Getting NA activated:</p> <ul style="list-style-type: none"> • Put new NA on next RCONA agenda for confirmation vote; • Invite NA board/members to attend and bring: <ul style="list-style-type: none"> A. Letter from Pro-tem president introducing provisional board members and announcing RCONA representative; B. Copy of General Meeting minutes; C. Copy of board approved bylaws • Provide large NA map to NA Exec. Board. • Present NA with their individual NA binder and copy of RCONA Bank Account procedure—advise initiation bonus check or return of escrowed funds will issue within the following week.
RCONA Treasurer	7.	For NAs without prior funds in RCONA escrow or otherwise available to reactivate: within one week following official NA activation, issue \$100 “Initiation” check to NA President to start NA bank account and copy of RCONA Bank Account Procedure.

Enacted MARCH 2011

Amended June 2012