



Roseville Coalition of Neighborhood Associations

POLICIES AND PROCEDURES—NEIGHBORHOOD COMMITTEE

SPLITTING OF NEIGHBORHOOD ASSOCIATION

Should it appear to be necessary to split a neighborhood into a smaller group(s), certain protocol must be followed before that action can occur, and done in conjunction within the RCONA Board’s procedures and City’s requirements. Whether the action is generated through the Board’s own motion or through a petition of 50 members or more, the following procedures must be followed.

Procedures:

Responsible Party	Step	Action
NA Board or Petition of non-board members	1.	Present oral motion of the NA Board or written NA Petition (supported by signatures of at least 50 NA members) at NA Board Meeting; motion or Petition must address the following neighborhood considerations: <ol style="list-style-type: none"> 1. Has the size of the NA grown large enough to require two associations—too large for one board to handle association needs or accommodate entire neighborhood in events? 2. Has a conflict of interest arisen in needs of the area which requires dividing the NA?
NA Board and Petitioner spokespersons (if any)	2.	At NA meeting, discuss merits of motion or Petition—are other alternatives available which might prevent a split? If there seem to be no acceptable alternatives, or if the petitioners still wish to go forward: <ul style="list-style-type: none"> • Notify RCONA and City liaison to recommend geographical boundaries and possible NA names to avoid duplications or other conflicts. • Receive approval from the RCONA Exec Board and from the City (since neighborhood associations are aligned with police patrols). • Have suggested ‘blow-ups’ of maps with recommended changes ready for public meeting.

		<ul style="list-style-type: none"> • Board will schedule a public NA meeting—send notification to all neighborhood members (via email and possible flyers) detailing motion/petition and Board’s recommendation.
NA Board & Petition spokesperson	3.	<p>At a public meeting of the NA:</p> <ul style="list-style-type: none"> • Moving party will present their motion or petition (not to exceed 5 minutes). The Board or any opposing party will have 5 minutes for a spokesperson to present their stand on the issue. No other discussion will be held during this time. • Following initial presentations, Board president will call for questions and spokespersons can respond. • Vote will be called pursuant to NA bylaws requiring two-thirds passage. <p>If the NA members vote not to split the NA, the board should continue its present functions.</p> <p>If a NA votes to split the association, then discuss the recommended split approved by RCONA & the City liaison and proceed with notification to RCONA.</p>
NA Board(s); RCONA Treasurer	4.	<p>Follow-up with Decision to split:</p> <ol style="list-style-type: none"> 1. Immediately following vote, elect two (2) NA boards; 2. Do all necessary procedures to establish new neighborhood associations following RCONA’s <i>NA Activation Procedure</i>. 3. Send letter to RCONA president reflecting decision to split, providing names and contact information of both board members. Include copy of official minutes detailing decision of vote and meeting sign-in sheet(s). 4. Treasurer/President of both new NAs arrange to meet at the bank with the RCONA Treasurer to split the funds and establish new bank accounts following RCONA’s <i>Establishing or Closing Bank Account Procedure</i>. 5. Secretary of original NA will provide copy of the minutes of the current meeting to the Secretary of

		the newly created board. All remaining documentation will remain with the originating board, however limited copies may be provided as requested by the new board.
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Enacted August 21, 2014