

BYLAWS of the HIGHLAND PARK NEIGHBORHOOD COALITION (2023)

Purpose – The Highland Park Neighborhood Coalition (HPNC) is organized to enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies and other neighborhoods, and to provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.

Membership - Any current resident of the Highland Park neighborhood, bounded by Washington Street, Malcolm X Boulevard, Columbus Avenue and Marcela Street in Roxbury, MA is eligible for membership.

Finances – Finances are needed to cover administrative costs of the coalition. Voluntary contributions and fund raisers are ways the HPNC will raise needed finances.

Steering Committee – The coalition will be managed in between meetings by a Steering Committee, comprised of at least five people but no more than nine Highland Park residents, a Secretary, and an Alternate Secretary. Each person will serve for one year but may be re-elected and serve for a total of three years.

COMMITTEE MEMBERS: The committee members will take turns presiding at all meetings of the Steering Committee and membership; shall prepare the agenda for each meeting in a monthly prep meeting; shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safekeep and disburse the Coalition funds, but such disbursement shall require the signature of two committee members; and shall appoint chairs of sub-committees with majority approval of the Steering Committee.

SECRETARY and ALTERNATE SECRETARY: The Secretary (and Alternate Secretary when the Secretary is unable to attend) shall keep minutes and written records of majority and minority opinions expressed at all Monthly and Annual meetings; between them they shall be responsible for all correspondence for the Coalition, shall make records of the Coalition available for inspection for any proper purpose at a reasonable time, and shall post all records of the coalition on a website, once established.

Election of Steering Committee Members -

ELIGIBILITY: Individuals interested in serving on the HPNC Steering Committee **MUST:**

- Reside in Highland Park
- Be willing to carry out the duties of the Steering Committee
- Identify any conflicts of interest and recuse themselves of any decisions in which they have a personal or business interest

ELECTIONS:

- Elections for membership of the Steering Committee shall be held annually at the March meeting of the HPNC
- If a vacancy occurs mid-term, the Steering Committee may appoint a replacement
- Candidates will post a short biography to be posted on the HPNC website two weeks prior to the election
- Elections will be held at the March meeting at which candidates can respond to questions of the membership relevant to their candidacy
- Candidates will be voted on one at a time on an up or down basis; only those candidates winning the majority of votes cast in their favor can serve.

- If there are more candidates than openings, there will be a run-off vote of all eligible candidates, electing those (up to nine) candidates winning the most votes.

Sub-Committees – Any additional sub-committees deemed necessary to transact the business of the association can be instituted with the approval of members of the Steering Committee and disbanded when no longer necessary. Existing Sub-committees include the Highland Park Project Review Committee, the Highland Park Architectural Conservation District Committee, and the Honoring Henry Hampton Committee. New subcommittees might include the Website and Neighborhood Outreach committee and the Roxbury Neighborhood Association Outreach Committee.

Meetings –

MONTHLY MEETINGS: There will be Monthly meetings of the coalition, to be held remotely or in person at a location designated by the Steering Committee.

ANNUAL MEETING: At least once per year, there will be an Annual Meeting of the coalition, at which the Co-chairs shall report on the state of the coalition and give an annual financial report and elections for members of the Steering Committee shall be held.

NOTICE: The time and place of Monthly meetings and a draft agenda will be distributed (via the list serve) ONE (1) day in advance of each meeting. Any item on the agenda *requiring a vote, and all attendant documents and information required for discussing such vote* MUST be included on an agenda and distributed seven (7) days in advance of the Monthly meeting.

QUORUM: The Members present at any properly announced meeting shall constitute a quorum at such meeting.

VOTING: All issues shall be decided by a simple majority vote of members present at the meetings.

Procedure for Considering Proposals

PROPOSERS OF PROPOSALS: Any proposal raised by person or group, inside or outside the boundaries of the coalition and any city agency may propose in writing items for consideration and/or recommendation to the Steering Committee. The Steering Committee shall decide if and when proposed items will appear on the agenda of the Monthly meetings, standing or special committees or special meetings. In general, any development proposals for **privately-owned property** within Highland Park raised by residents of Highland Park will be addressed by a Monthly meeting of the HPNC. Any proposals for **city-owned property** will be addressed by the Project Review Committee of the HPNC.

NOTIFICATION: The proponent and HPNC members shall be notified in writing of the place, day and hour the proposal; associated materials shall be reviewed not less than seven (7) days in advance.

ATTENDANCE: The proponent may attend this meeting to make a presentation and answer questions concerning the proposal.

DISSEMINATION: The Association shall submit recommendations and dissenting views as recorded from the meeting to the proponent and other appropriate parties.

HPNC Developer Presentation Procedures

- Developers wishing to present projects for neighborhood input and support should send written requests to the HPNC Secretary.
- Before appearing before HPNC, developers need to confirm they have held an abutters' meeting and provide written summary of abutter feedback.
- Developers should give as much notice as possible to HPNC as meeting agendas fill up quickly.
- At least one week before the HPNC meeting, developers will supply soft copies of the following to HPNC secretary via email to be shared with the neighborhood listserv. Required documents include:
 - Boston Zoning Board violations letter including a complete list of variances.
 - Information on any meetings that have been held with the municipality.
 - Proposed plan documents- including renderings to scale and reflecting street lines with setbacks clearly marked on drawings in compliance with existing City of Boston requirements for erections or alteration of a building.
- If soft copies of documents cannot be provided 1 week prior to the scheduled HPNC meeting, the presentation will be rescheduled to the next available date.

HPNC Abutters Meeting Procedures:

- Flyers will be dropped at homes within 300 feet of the proposed project with 1 weeks' notice.
- The flyer will be posted by the City of Boston Neighborhood Representative on the Highland Park listserv with 1 weeks' notice.
- The Office of Neighborhood Services will try not to schedule abutters meetings competing with BRHA, DND, Roxbury Master Plan, HPNC or PRC meetings