

Standing Rules of the Prospect Heights Neighborhood Development Council, Inc.

1. Purpose and scope

The Prospect Heights Neighborhood Development Council, Inc. (the “Council”) hereby establishes these Standing Rules for the purpose of providing transparency and consistency in the administration of the Council’s business. The Council’s Secretary shall maintain the Standing Rules and make them available for use by members of the Council.

The Standing Rules of the Council may be amended by majority vote of the Board of Directors of the Council, or by majority vote of the Members of the Council. The Secretary shall record the date of adoption of each Standing Rule, and the body which adopted it.

In the case of a conflict between the Standing Rules and the By-Laws of the Council, the By-Laws shall prevail. In the case of a conflict between a Standing Rule adopted by the Board, and a Standing Rule adopted by the Members, the Standing Rule adopted by the Members shall prevail.

[Adopted by the Board on April 2, 2019.]

2. Finance

2.1. Annual dues

Annual dues for members of the Council shall be \$25.00. The Board shall provide for members to apply for a reduction of dues based upon need.

[Adopted by the Board on September 6, 2016.]

3. Committees

3.1. Landmarks Committee

The Council shall maintain a standing Landmarks Committee, with the following charter:

- To plan and execute initiatives, programs and activities intended to preserve the historic character of Prospect Heights, subject to the approval of the Board of Directors.

- To draft testimony to agencies of government regarding the impact of proposed construction on the historic character of Prospect Heights, to be submitted by the Chair on behalf of the Council.
- To inform the Board, in a timely manner, of any testimony submitted to government agencies.

The Landmarks Committee shall consist of at minimum a chair and co-chair and one other committee member.

Members of the Landmarks Committee shall be approved by the Board of the Council. Committee members must be members in good standing of the Council. Prospective committee members can be referred by the chair of the Landmarks Committee, or can request membership directly to the Board. Upon approval by the Board, a new committee member shall be considered to be in good standing. The chair of the Landmarks Committee may remove members with notice due to lack of participation. Members so removed may apply to the Board for reinstatement.

The chair of the Landmarks Committee may call a meeting of the committee with ten days' notice to committee members. Questions before the Landmarks Committee may also be decided by online ballot with a minimum of three days provided for members to respond. Committee members must be members in good standing of the Council in order to be eligible to vote on matters before the Committee. A quorum of 25% of the committee members, but not less than two members, is required to pass on a motion.

[Adopted by the Board on September 6, 2016.]

3.2. Livable Streets Committee

The Council shall maintain a standing Livable Streets Committee, to plan and execute initiatives, programs and activities intended to improve the safety of the streets in Prospect Heights for pedestrians, cyclists and motorists, and to enhance the cleanliness and visual appearance of neighborhood streetscapes.

The Livable Streets Committee shall consist of at minimum a chair and co-chair and one other committee member.

Members of the Council in good standing may apply to the chair of the Livable Streets Committee for membership. The chair of the Livable Streets Committee may remove members with notice due to lack of participation. Members so removed may apply to the Board for reinstatement.

The chair of the Livable Streets Committee may call a meeting of the committee with ten days' notice to committee members. Questions before the Livable Streets Committee may also be decided by online ballot with a minimum of three days provided for members to respond. Committee members must be members in good standing of the Council in order to be eligible to vote on matters before the Committee. A quorum of 25% of the committee members, but not less than two members, is required to pass on a motion.

[Adopted by the Board on September 6, 2016.]

3.3. Housing Committee

The Council shall maintain a standing Housing Committee to reach out to residents in Prospect Heights to inform and educate about housing issues and potential strategies to address displacement and housing pressure.

[Adopted by the Board on December 6, 2016.]

3.4. Emergency Preparedness Committee

The Council shall establish a standing Emergency Preparedness Committee for the purpose of assessing the needs of the Prospect Heights community with respect to resilience and recovery in the event of an unexpected emergency, identifying governmental and non-governmental resources that address those needs, and recommending such action as may be necessary to ensure such resources be deployed efficiently and effectively when called upon for the safety and benefit of all community members.

[Adopted by the Board on May 2, 2017; amended by the Board February 5, 2019.]

3.5. Communications Committee

The Council shall maintain a Communications Committee for the purpose of furthering the Council's mission by building awareness of, and encouraging participation in, the Council's

activities among its members, other members of the Prospect Heights community, elected officials, government agencies, and members of the private sector.

[Adopted by the Board on April 3, 2018; amended April 2, 2019.]

4. Communications

4.1. Mission statement

The mission statement of the Council shall be, “The Prospect Heights Neighborhood Development Council brings Prospect Heights community members together to build a safer, more just and sustainable neighborhood.”

[Adopted by the Members February 25, 2019.]

4.2. Promotion of third party events

The Council’s communication channels shall be used to promote events that are geographically relevant to the Prospect Heights neighborhood and are sponsored by non-profit organizations.

[Adopted by the Board on November 1, 2016.]

4.3. Minutes of the meetings of the Board

The Board shall distribute minutes of its meetings to members of the Council by email, as soon after they are adopted as is practical.

[Adopted by the Board on November 7, 2017.]

5. Employment

5.1. Equal employment opportunity

The Council shall maintain an equal employment opportunity policy as determined by its Board.

[Adopted by the Board on December 3, 2019.]

6. Conflict of interest

6.1. Conflict of interest policy

The Council shall maintain conflict of interest policy as determined by its Board.

[Adopted by the Board on February 4, 2020.]