The Wooten Neighborhood Plan Contact Team Bylaws

Section 1— Definition

A. The Wooten Neighborhood Plan Contact Team means the individuals designated to implement an adopted neighborhood plan. The neighborhood plan contact team is a separate body apart from any existing or future neighborhood associations.
B. This organization shall be known as the Wooten Neighborhood Plan Contact Team (WNPCT).

Section 2—Roles and Responsibilities

A. The role of the WNPCT shall be to review and make recommendations on all proposed amendments to the adopted Crestview/Wooten Combined Neighborhood Plan. B. The WNPCT may initiate a plan amendment.
C. The WNPCT officers are to serve as community points of contact on matters related to Crestview/Wooten Combined Neighborhood Plan implementation and other City of Austin land use, zoning, transportation, environmental, urban design, and planning initiatives.
D. It is the responsibility of the WNPCT to work on behalf of all stakeholders in the neighborhood planning area.
E. WNPCT will attempt to work cooperatively with impacted parties on planning initiatives in which they are mutually impacted by.

Section 3—Boundaries

A. North: US Highway 183
South: Anderson Lane
East: US Highway 183
West: Burnet Road

Section 4—Membership of the Wooten Neighborhood Plan Contact Team

A. Membership of the WNPCT shall to the greatest extent practicable include at least one representative from each of the following groups within the neighborhood planning area:
    1. Property owners
    2. Residential renters
    3. Business owners
    4. Neighborhood organization members owning property within the neighborhood plan area.

B. Unless there is a conflict of interest (see Section 15), members present at meetings shall be voting members.
C. No member shall purport to represent the WNPCT unless authorized to do so per Section 9, subsection B, subsection 1, subsection c.
D. A copy of the bylaws shall be made available to each member of the Wooten Neighborhood Plan Contact Team.

Section 5—Removal of Members from the WNPCT

A. Any WNPCT member who no longer meets the membership criteria of Section 4, subsection A, shall be ineligible to vote on matters before WNPCT.

Section 6—Decision Making

A. Decisions of the WNPCT will be made by voting according to the following rules:
1. Decisions will be made by majority of all executive votes.
2. Each member of the executive committee represents one executive vote.
3. Eligible members of the community present represent a single at large executive vote.
4. A majority will determine the outcome of the at large executive vote.
5. Voting members should be of legal voting age.
6. Voting members are entitled to one vote regardless of number of properties owned.
7. Upon request, voting membership eligibility will be verified.
    a. Means of verification include, but may not be limited to, driver's license, utility bill (within three months of date of current vote), or copy of TCAD, property deed.
    b. There will be no provisional (proxy) ballots.
8. A majority and minority report may be submitted as part of a WNPCT recommendation.
    a. Quorum. A quorum of eligible members must be present in order to make a decision at a Wooten NPCT meeting. A quorum is established when at least 3 members, 2 of which must be officiers of WNPCT, are present.

Section 7—Meetings

A. Meetings of the WNPCT shall be open to the public. Community stakeholders are invited to participate in discussions of the matters at hand, but only qualified WNPCT members are eligible to vote, as per Sections 4 and 6.
B. Meetings shall be held the first Monday of every month at 7:00 pm.
C. The meeting location will be announced prior to each meeting.
D. Special meetings can be held on an as-needed basis.
E. Special meetings of the WNPCT can only be called by at least fifty percent of executive committee members.
F. Any community stakeholder may request the executive committee to hold a meeting.

G. The WNPCT shall meet at least once per year to elect officers.
H. Meeting discussions will be conducted in a conversational format with special regard for a dialogue that is respectful and considerate of all members in attendance. When necessary, meeting participants wishing to speak will be limited to three minutes as recognized by the Chair.
I. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the WNPCT and shall be forwarded to the Planning and Development Review Department upon request.

Section 8—Meeting Notification

A. All meetings will be publicized in the neighborhood using whatever reasonable means available; for example: flyers, mailings, newsletters, print publications, and/or neighborhood listservs.
B. Notices shall be distributed not less than six days before the meeting date.
C. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith.

Section 9—Officers and Duties

A. The officers of the WNPCT shall be, at a minimum: Chair, Vice-Chair, Secretary, and Attendance Keeper.
B. Duties of the officers are as follows:
    1. Chair
        a. The Chair shall be responsible for the operation of the WNPCT and its officers pursuant to these bylaws including i. conducting meetings, ii. representing the team at official functions, iii. appointing committees/subcommittees, and iv. generally overseeing the business of the WNPCT.
        b. The Chair shall have the primary responsibility for coordinating with the City of Austin staff on Neighborhood Plan related issues.
        c. When necessary, the Chair can appoint a member of the WNPCT to represent the WNPCT at a community function.
    2. Vice-Chair
        a. The Vice-Chair shall assist the Chair in preparing meeting agendas.
        b. The Vice-Chair shall conduct meetings and shall assume all duties of the Chair when required.
    3. Secretary
        a. The Secretary shall maintain all written records as required by Section 7, subsection I, of these bylaws.
        b. The Secretary shall produce all written communications as directed by the Chair, the executive committee, or the WNPCT membership.
        c. The Secretary shall submit annually to the City of Austin Planning and Development Review Department a list of the current officers, voting members, their contact information, and applicable membership category.

d. The Secretary shall submit annually to the City of Austin Planning and Development Review Department the WNPCT bylaws based upon the standardized bylaws template.
e. See also Section 10, subsection E.

4. The Attendance Keeper
   a. The Attendance Keeper shall maintain all attendance records including current addresses.
   b. The Attendance Keeper shall assist the Secretary with all of the Secretary's duties when required.

Section 10—Nomination, Election, and Term of Officers

A. Officers will be elected by the WNPCT voting members as defined in Section 4, subsection A, by majority vote. All candidates must be qualified voting members of the WNPCT.
B. The Chair and the Secretary shall be elected for a two-year term with their elections being held on even years.
C. The Vice-Chair and the Attendance Keeper shall be elected for a two-year term with their elections being held on odd years.
D. The Chair and Vice-Chair may not hold office for more than three full consecutive terms or until their successor is elected.
E. The Secretary will notify the Planning and Development Review Department in writing the names of the newly-elected officers, their contact information, and the date they are due to take office

Section 11—Removal and Vacancies of Officers

A. Any elected officer may be recommended for removal from office for not fulfilling their duties as per Section 9.
B. Any WNPCT officer who no longer meets the membership criteria of Section 4, subsection A, shall be forced to resign from the WNPCT.
C. Removal shall be considered by the WNPCT and shall require a two-thirds vote of members eligible to vote, as defined in Section 4, subsection A, and present at a meeting of the WNPCT.
D. A resolution proposing the consideration of the removal is to have been adopted at a preceding meeting according to the guidelines of Section 6, Decision Making.
E. Notice of the vote for removal must have been included in the call to the meeting where the vote shall take place.
F. Should vacancies occur outside the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled meeting following the vacancy.
G. The person elected to the vacated office will serve for the remainder of the term.
H. Any former officer removed from WNPCT via resolution, may not hold any WNPCT office for five years from the removal date.

Section 12—Executive Committee

A. The executive committee shall be composed of the officers of the WNPCT.
B. Only one person per household or business may participate on the executive committee.

Section 13—Committees

A. The WNPCT Chair, with the approval of the executive committee, may appoint standing committees to help conduct the business of the WNPCT.
B. The WNPCT Chair with the approval of the executive committee may appoint project based ad hoc committees or subcommittees to help conduct specialized business of the WNPCT.
C. Committees shall report to the WNPCT and these reports shall be entered into the minutes or meeting summaries.
D. Committees can be standing or ad hoc in nature.

Section 14—Finances

A. The WNPCT may not collect or charge dues of its membership.
B. The WNPCT may only accept in-kind donations that aid in the prescribed roles and responsibilities of the WNPCT as defined in Section 2.
C. In-kind donations that create a conflict of interest (see Section 15) are not permitted.

Section 15 —Conflict of Interest

A. If a voting member of the WNPCT, or immediate family, has an interest in a development that requires a neighborhood plan amendment, support for a rezoning, support for a Conditional Use Permit, or support for modifying a conditional overlay, the member must follow these rules.
    1. If a member has a substantial interest (see subsection 3 below) in a project, the member cannot participate in any decision or voting concerning the project, including the decision of the WNPCT to recommend an application for a plan amendment or the decision to support or not support the project. That member may participate in the discussion.
    2. If a member has a substantial interest in a proposed project, the member must disclose this interest at the time a plan amendment application is discussed and at the time the recommendation letter for the project is submitted to the Director of the Planning and Development Review Department.
    3. Substantial interest means:
        a. A person owns at least a part of or is invested in the property or the business developing the property.
        b. A person has worked or is working for someone involved in the project over the past year.
        c. A person has a business that would directly benefit from the project.

d. A person serves on the board of directors, as a corporate officer, or as any other board position overseeing the project.
e. A person owes money to anyone involved in the project.

Section 16 —Amendments

A. These bylaws may be amended by a two-thirds vote of members eligible to vote, as defined in Section 4, subsection A, and present at a WNPCT meeting.
B. A resolution proposing the amendment(s) to be considered shall have been adopted at the preceding meeting according to the guidelines of Section 6, Decision Making.
C. Notice of the vote for the proposed amendment must be included in the call to the meeting where the vote shall take place.

Section 17 —Effective Date

A. These bylaws of the Wooten Neighborhood Plan Contact Team shall become effective on February 22, 2010.

[*The bylaws of 17 September 2012 were amended on 09 December 2024*.]
[*The bylaws of 09 December 2024 were amended on 02 November 2026*.]