

**Pemberton Heights Neighborhood Association**  
**Wednesday, June 18, 2014**

*Pemberton Heights Neighborhood Association (PHNA) Board meeting held on  
Wednesday, June 18, 2014 at 6:30 p.m. at 1907 N. Lamar Blvd., Suite 260, Austin, TX,  
with the Vice President, Frank Hartmann, presiding over the meeting:*

**Board Members Present**

**Eric Venditti**

**Betty Trent**

**Jane Hayman**

**Frank Hartmann**

**Kimberly Comstock**

**Ally Kirk**

**Beverly Sutton**

**Non-Board Members Present**

**Loretta Fischer**

**Monnie Anderson**

1. Called to Order: 6:33 p.m.
2. Minutes from June 3, 2014 Board meeting reviewed, amended and approved
3. Committee Reports (Policies & Procedures)
  - a. Review of Proposed Policies and Procedures
  - b. Consideration of Amendments
  - c. Approved changes to Policies & Procedures (unanimous, with 7 votes in favor)
6. Confirm date/time/location for next Board Meeting (August)
  - a. Next board meeting TBD: proposed August 6, 13, or 20, 2014. Action item: Frank Hartmann to follow up with Carla Hatler
7. Member Questions / Member Forum
  - a. Is there a provision that the election procedures are posted ahead of the election? Add under Section 4. 1. "Once the procedure is initiated, it will continue as written"  
Vote in favor of adoption of revisions as laid out in June 18, 2014 board meeting:  
votes in favor (7 in favor, 0 opposed)
  - b. Question regarding noise ordinance: Betty Trent has volunteered to draft a letter to send to the City to encourage more uniform rules
8. Adjourned: 8:01 p.m.

## **ADDENDUM**

### ***POLICIES AND PROCEDURES***

***Adopted and Accepted June 18, 2014***

#### **Fund Management**

For all accounts payable and any savings account:

1. At the end of each month the Treasurer shall report the PayPal summaries, bank statements, and check registers to the Board for review.
2. If any reviewing officer requires further information, it is the duty of that officer to request additional information, records or receipts related to the request for information from the Treasurer.
3. All checks in excess of \$3,000.00 shall have two (2) officer signatures.

#### **Payment of Dues**

PHNA membership dues are for a twelve (12) month period beginning October 1st and ending September 30th. (Section VIII of bylaws specifies that membership year begins on Oct. 1).

#### **Records Review Process**

1. Only PHNA Members may review the records of the PHNA.
2. Only the last three (3) years of records will be produced if requested.
3. A request for review must be presented in writing to the President of the PHNA. The request must specify the records that the PHNA Member wishes to review.
4. The officers will have thirty (30) days from the date of the request to provide the records by email or regular post. This request does not apply to Candidates seeking eligible voting Member lists during elections.
5. The names of contributors and PHNA members to the Security Fund and Triangle Funds shall be disclosed upon Member request. Specific amounts contributed shall be disclosed to members of the PHNA Board.

## **Elections Process**

### **I. Nominations**

1. A call for nominations will be posted by the Vice President on the PHNA ListServe, PHNA website and Nextdoor by August 10th.
2. Any PHNA Member may nominate any Member of PHNA, including himself or herself so long as they are a dues paying (must be current) household interesting in running for and holding office.
3. Nominations must be made in writing by hand delivery, mail, fax or email to the Vice President. All nominations must include a first and last name, Pemberton Heights address, telephone number and/or email address for the Nominee.
4. Nominations for Board members must be received no later than 5:00 pm the Second (2nd) Saturday of the month of September.
5. Upon receipt of a nomination, the Vice President will confirm the eligibility of the Nominee, his or her willingness to serve and the name he or she wishes to be placed on the ballot. Within three (3) days following confirmation of eligibility, the Vice President will post the name(s) of the Candidate(s) on the PHNA ListServe, PHNA website and Nextdoor.

### **II. Campaigning**

1. Each Candidate is required to submit their bio including a statement of candidacy to the Vice President immediately following acceptance of their candidacy on or before October 5th. The Vice President will post this information about all of the candidates to the PHNA ListServe, PHNA website and Nextdoor.
2. All comments, endorsements or other communications regarding the Candidates shall meet an “Netiquette Policy”. Violation of this policy will result in an immediate disqualification of the Candidate’s candidacy. The PHNA Board does not tolerate and accept negative campaigning nor endorse any blogs, posts, tweets, tags or any other social media activity posted Nextdoor as it relates to the PHNA election process.

3. Upon confirmation, Candidates may begin campaigning for election in person, by posting signage on private property (excluding all triangles), mail, fax and personal emails. The PHNA ListServe shall not be used for campaigning.
4. Candidates may request from the Vice President a list of PHNA members eligible to vote which shall be provided within three (3) days.

### **III. Election Judges**

1. On August 15, the Vice President will solicit three (3) PHNA members to volunteer as impartial election judges whose duties will be to validate eligibility of candidates and count the ballots. The call for election judges will be posted on the PHNA ListServe, PHNA website and Nextdoor.
2. The Vice President will verify the eligibility of each volunteer election judge and select three (3) impartial persons (PHNA Members) to serve as the panel of election judges. If more than three (3) eligible members volunteer, the designation of election judges will be determined on a first come first serve basis.
3. The names of each election judge will be posted to the PHNA ListServe, PHNA website and Nextdoor as soon as his or her eligibility is confirmed by the Vice President.
4. Any Candidate may challenge the impartiality of an election judge. A Candidate that challenges the impartiality of an election judge(s) must do so within three (3) days of the election judge posting. Otherwise the Candidate(s) waive the right to challenge the judge's qualifications. A written challenge to an election judge must be presented to the Vice President and accompanied by handwritten signatures of five (5) PHNA members.
5. If three (3) or less election judges cannot be selected prior to November 2nd, the number of open election judge positions will be filled by PHNA officers in the following order: Secretary, President, Vice-President, Treasurer. If any of the officers listed are running for a board position in the election, that officer will be automatically disqualified from undertaking the election judge duties.
6. The election judges will decide and designate one (1) of themselves to be the recipient and custodian of the ballots from the time they are submitted until the final validation and ballot count is complete.

### **IV. Notice of Voting and Written Ballot Preparation**

1. On or before September 15, the Vice President shall post the voting procedures listed in Section V. to the PHNA ListServe, PHNA website and Nextdoor. Once posted, the procedures as initiated will continue as written.
2. All written ballots shall include the first and last name(s) of the candidates in an order pursuant to a random drawing by the Vice President and the Treasurer Elect and witnessed by one (1) other Board member.
3. All written ballots shall include a verification for the voting PHNA member to fill out which includes the voting PHNA member's first and last name, the PHNA members property address, email address, phone number and the PHNA Member's handwritten signature. Verification of voter eligibility will be at the discretion of the three (3) elections judges. The verification portion of the written ballot will be separated from the cast vote portion of the written ballot by the election judge(s) after verification of voter eligibility. Incomplete ballots missing information shall be disqualified.

#### **V. Voting Procedures**

1. Only PHNA members may cast one (1) vote per household. The first (1<sup>st</sup>) vote identified as eligible by the election judge(s) will be counted and subsequent votes will be discarded.
2. To be eligible to cast your vote, you must be current with your PHNA membership having paid PHNA dues for the current year. All PHNA membership dues must be postmarked on or before the last day of the election.
3. PHNA Members may contact the Treasurer to inquire about their voting eligibility and receipt of dues payment.
4. Voting will commence on the second (2<sup>nd</sup>) Saturday of October and end on the first (1<sup>st</sup>) Saturday of November.
5. Notice that Ballots are available will be posted to the PHNA ListServe, PHNA website and Nextdoor. Ballots shall be available via download (.pdf) from the PHNA website and in the October PHNA Journal. Members may choose one (1) of two (2) methods to cast their vote, either by written ballot mailed to PHNA or in person cast at the October PHNA Picnic.

The procedure for casting votes by written ballots is listed below:

- a. Any ballot received outside the officially designated voting period (most be postmarked) will not be counted.
- b. Ballots must be delivered to the Vice President by one (1) of the following methods: US Mail to the PHNA Post Office Box 50388, Austin, Texas 78763-0388 or by hand-delivery to the ballot box at the PHNA Picnic in October.
- c. Ballots must include the PHNA Member's signature, first and last name, PHNA address, and either a telephone number or email address for verification.

#### **VI. Procedures for Counting the Ballots, Disposal of Ballots and Votes**

1. All eligible ballots will be counted and approved by the board between the first (1<sup>st</sup>) and second (2<sup>nd</sup>) Sunday of November at a date selected by the Vice President.
2. The Candidates and Members of PHNA will be notified seven (7) days in advance of the date, time and place for counting by posting to the PHNA ListServe, PHNA website and Nextdoor. All PHNA members and Candidates are encouraged to observe the counting of the ballots.
3. After the ballots are counted, the election judges will inform those present of the outcome of the counting including the Vice President who's duty it is to inform members of the PHNA Board of the final outcome.
4. The Vice President shall inform all candidates by phone or by email of the outcome.
5. The results of the vote shall be published to the PHNA ListServe, PHNA website and Nextdoor.
6. All ballots (whether rejected or counted) and the verification information will be retained by one (1) of the election judges until after the first board meeting of the new board and only discarded after the new board votes to allow the ballots to be discarded.
7. The new board will take office on December 1st.

#### **VII. Successor Officers to fulfill the Election Procedure Duties**

In the event the Vice President is unable to fulfill any of the duties listed above for technical or other reasons that will not allow the election to occur within the time frame outlined above, the election duties will fall to another PHNA officer in the following order: President, Treasurer Elect, Treasurer and Secretary. If any of the officers listed are running for a position in the election, that officer will be automatically disqualified from undertaking the duties and the job will pass to the next officer.

#### **VIII. PHNA Journal. Position of Editor**

An editor will be eligible to serve a term of two (2) years. Prior to the end of an editor's two (2) year term, an announcement will be placed in the JOURNAL, the PHNA ListServe, PHNA website and Nextdoor soliciting information for those interested in appointment to the position of editor. The Board will review submitted qualifications and name a successor editor.