

BYLAWS OF THE CAPITOL VIEW NEIGHBORHOOD ASSOCIATION

ARTICLE I.

Name

The name of the organization shall be the Capitol View Neighborhood Association (herein known as the "Association" or "CVNA").

ARTICLE II.

Purpose

The purpose of the Association shall be to promote the health, safety, and welfare of the neighborhood known in the City of Atlanta, Georgia as Capitol View, including, without limitation:

- a. To preserve, restore, and rejuvenate the Capitol View neighborhood;
- b. To improve the quality of life for all residents by establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies, public and private organizations, and other neighborhoods;
- c. To provide an open process that allows all residents of the neighborhood to involve themselves in the affairs of the neighborhood; and
- d. To provide a means to foster between residents discussion about community interests, programs, and proposals, as well as to advance resolution of community issues.

ARTICLE III.

Location

The geographic boundaries of the Association correspond with the official boundaries of the neighborhood as depicted on the Official Map of the City of Atlanta as lying within the following boundaries:

- Murphy Avenue at Avon Avenue;
- East along Avon Avenue to Sylvan Road;
- North along Sylvan Road until CSX Railroad (Beltline);
- East along railroad to Metropolitan Parkway;
- South on Metropolitan Parkway to dead streets south of Claire Drive;
- West along dead end streets south of Claire Drive and the southern boundary of Perkerson Park to the southwest corner of Perkerson Park;
- North along the western boundary of Perkerson Park to Deckner Avenue;
- West along Deckner Avenue to Sylvan Road;
- North along Sylvan Road until Arden Avenue;

Bylaws of the Capitol View Neighborhood Association

Adopted Revision Date: December 19, 2020

- West along Arden Avenue until Murphy Avenue; and
- North along Murphy Avenue to Avon Avenue.

The attached Official Map of the City of Atlanta (Exhibit A) provides the precise boundary lines and will be used for the purpose of establishing residency.

The Capitol View Neighborhood (as outlined) is represented as follows:

- Neighborhood Planning Unit: NPU-X
- City of Atlanta: Council District 12 and At-Large posts
- Fulton County: County District 5
- Georgia House of Representatives: District 58
- Georgia State Senate: District 36
- U.S. House of Representatives: 5th Congressional District of Georgia

ARTICLE IV. Members

Section 1. Membership Eligibility

Membership shall be open to any individual 18 years or older who is at least one of the following:

1. an individual maintaining their primary residence within the official boundaries of Capitol View neighborhood (as described in Article III)
2. a non-resident owner real property (residential or commercial) within the official boundaries of Capitol View neighborhood (as described in Article III) as a non-resident
3. a business owner (including non-profits or religious organizations) with a business located and operating within the official boundaries of Capitol View neighborhood (as described in Article III)
4. a designated representative of a school within the official boundaries of Capitol View neighborhood (as described in Article III)

Section 2. Membership Qualification

Membership shall be granted upon payment of annual dues or receipt of an honorarium.

1. No person may hold more than one (1) membership.
2. There will be no more than two (2) memberships per address. Bill statements and/or government issued identification are adequate proof of residency.
3. A business owner who possesses a current City of Atlanta business license with a Capitol View address may specify a single designee to represent the interests and vote on behalf of said business. The business owner may only have one designee at a time and the designee is the only individual allowed to represent that business. A business owner may designate themselves.

*Bylaws of the Capitol View Neighborhood Association
Adopted Revision Date: December 19, 2020*

4. Good standing - an Association member in good standing is defined as an eligible member (as described in Article IV, Section 1) who has paid their annual dues for the current calendar year (as described in Article IV, Section 3.1) or received an honorarium (as describe in Article IV, Section 3) and has attended at least two (2) meetings in the preceding eleven (11) months.
5. Membership is automatically revoked when a member's primary residence or business ceases to be in the Capitol View neighborhood (as described in Article III).

Section 3. Membership Dues

1. Annual dues for CVNA membership will follow a tiered structure based on the following membership classifications:
 - a. Residential Member - any resident eligible for membership as described in Section 1.1.
 - b. Senior Residential Member - any resident 60 years or older eligible for membership as described in Section 1.1.
 - c. Associate Member - any individual eligible for membership as described in Sections 1.2 and 1.4.
 - d. Business Member - any individual eligible for membership as described in Section 1.3.
2. Annual dues amount shall be determined and voted on during the December Annual Election meeting, for the next calendar year, with a simple majority vote of eligible Association members in good standing.
3. The Executive Board will provide an honorarium for annual membership dues as follows:
 - a. upon request from eligible members (as described in Article IV, Section 1.1);
 - b. for eligible members classified as Residential or Senior Residential (as described in Article IV, Section 3.1a and 3.1b);
 - c. for eligible members who have attended two (2) meetings in the preceding eleven (11) months;
 - d. for up to two (2) eligible members per household;
 - e. for the duration of the current calendar year; and
 - f. on a first-come, first-serve basis as reserved honorarium funds are available.
4. The Association may request additional funds from the Association members or from other sources, upon proper resolution, when necessary to carry out the objectives of the Association.

Section 4. Non-Discrimination

CVNA shall not directly or indirectly discriminate against any person or organization for reason of race, creed, color, gender, age, religion, disability, national origin, ancestry, marital status, sexual orientation, parental status, military discharge status or citizenship status.

ARTICLE V.
General Body Meetings

All General Body meetings shall be public and open to any interested persons.

Section 1. Regular Meetings

1. Regular meetings of the Association shall be held on the third Saturday of each month but may be changed by the Executive Committee with a minimum of seven (7) days prior notice given to the Association members. Notice will be given by yard signs posted around the neighborhood (as outlined in Article III), by changing the Association website public-facing calendar, AND at least one (1) of the following methods:
 - Email
 - Text message
 - Posting on the website
 - Posting on social media (Facebook, NextDoor, etc.)
 - United States Postal Service (USPS)
2. All presentations proposed for a regular meeting shall first be heard by the Executive Committee before being placed on the agenda and presented to the General Body. The Executive Committee may or may not choose to express their opinion or recommendations, including support or opposition, of the merits of the presentation.

Section 2. Annual Organizational Meeting

The January meeting of the Association shall be the annual organizational meeting and, in addition to any other business to be considered at that meeting, the Association shall:

- set forth goals and objectives for the year,
- establish committees with chairpersons appointed by the President and approved by the Executive Committee (as described in Article IX), and
- determine the annual Association budget.

Section 3. Annual Elections Meeting

The December meeting of the Association shall be the annual election meeting and, in addition to any other business to be considered at that meeting, the Association shall:

- adopt amendments to the bylaws,
- vote on annual dues amount for the following calendar year, and
- elect Executive Committee officers.

Section 4. Electronic, Remote, and Other Meetings

1. Members of the Executive Committee or any of the other committees of the Association, respectively, may participate in and hold a meeting of the Executive Committee, committee, or general body, respectively by means of:

- a. A conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other.
 - b. Another suitable electronic communications system, including videoconferencing technology or the internet, only if the system provides access to the meeting in a manner or using a method by which each member participating in the meeting can communicate concurrently with other participants.
2. Participation in a meeting pursuant to this section Article V, Section 4.1 of these Bylaws, shall constitute *presence in person* at such meeting that is either fully remote or an in-person meeting.

Section 5. Special Meetings

Special General Body Meetings may be called by written request to address urgent matters that need a vote or action by the Association prior to the next regularly scheduled meeting.

1. Special meetings may be called by any of the following:
 - a. President of the Association.
 - b. A majority, three (3) or more voting members, of the Executive Committee.
 - c. A minimum of twenty-five percent (25%) of members in good standing (as described in Article IV, Section 2.4).
2. Electronic communication via email can be considered written submission.
3. Such requests by members in good standing shall state the specific purpose of said special meeting, provide the critical date for decision-making, and include the signatures of the members in good standing requesting the special meeting.
4. Upon receipt of any valid request by the President or Secretary of the Association, the President shall call a special meeting of the Association to be held prior to the stated critical date, with a minimum of seven (7) calendar days notice to Association members.
5. At any special meeting of the Association, the only business that will be considered for action is that which formed the basis for the request for the special meeting and all items on the agenda for the special meeting shall be dealt with at this time.

ARTICLE VI. Voting

Section 1. Eligibility

1. Association members in good standing (as described in Article IV, Section 2.4) may vote on all voting matters at the second meeting they are in attendance within the past eleven (11) months.
2. Any eligible residential member (as described in Article IV, Section 1.1), without an Association membership, at the third meeting they are in attendance within the past eleven (11) months, may vote on community planning matters to include:
 - Land use
 - Land use development
 - Economic development

- Physical development
- Community Infrastructure
- Zoning

3. Any discrepancy in interpretation regarding the definition of a community planning matter will be reconciled by a recommendation from the Economic and Community Development Committee, with approval by a majority vote of the Executive Committee. In the absence of an Economic and Community Development Committee, the Executive Committee will provide reconciliation of any discrepancy in interpretation.

4. No member may have more than one (1) vote. No resident may have more than one (1) vote.

Section 2. Quorum

Ten (10) Association members in Good Standing and three (3) members of the Executive Committee shall constitute a quorum of the organization for the transaction of business at any meeting of the Association membership.

Section 3. Voting Procedure

All actions by the Association shall be by a plurality of votes, except as otherwise outlined in these Bylaws.

1. A plurality of votes (above 50%) of attending members in good standing (as described in Article IV, Section 2) shall determine the outcome of a valid motion or election. Exceptions, which will require two-thirds ($\frac{2}{3}$) of the votes cast, include:
 - a. Rescinding a prior vote
 - b. Limiting or extending a debate
 - c. Removal of officers
 - d. Amending bylaws
2. Proxies will not be accepted. Voting shall be either by:
 - voice vote,
 - division of house (show of hands),
 - roll call,
 - secret ballot (to be counted by the Parliamentarian and verified by another member of the Executive Committee), or
 - electronic vote (in the case of a remote meeting).
3. In the case of remote meetings, households with two members in good standing that are attempting to vote, will be required to log on or call in using separate devices or “show” themselves in order to prove attendance. Remote meeting attendees have the same rights to vote as in-person attendees.

Section 4. Absentee Vote

1. Any members in good standing unable to attend the December Annual Elections meeting may vote by absentee ballot, provided that the member has requested, in writing to the President or Secretary of the Association, an absentee ballot at least two (2) weeks in advance of the scheduled election.

2. Upon verification of voting eligibility, the Secretary will forward the authorized voter's absentee ballot request to the Elections Committee.
3. The following voting matters are eligible for absentee vote:
 - a. Adopting amendments to these Bylaws
 - b. Voting for annual dues amount
 - c. Electing Executive Committee officers
4. Absentee ballots must be received via electronic vote, as established by the Elections Committee and approved by the Executive Committee, at least 24 hours prior to the election.
5. Electronic communication via email can be considered written submission.

Section 5. Presiding Officer

The presiding officer may always vote in elections conducted by secret ballot, to include annual officer elections and any vote to remove an Executive Committee member from office. In all other cases, the President of the Association (or Executive Committee member presiding over the meeting) shall only vote whenever said vote will impact the outcome:

- a. To either break or cause a tie.
- b. In the case where a two-thirds ($\frac{2}{3}$) vote is required, the presiding officer can vote to cause or block attainment of the necessary two-thirds ($\frac{2}{3}$).

ARTICLE VII. Officers and Elections

Officers shall uphold and promote the purpose of the Association as outlined in Article II of these Bylaws.

Section 1. Officers and Duties

Association members in good standing shall elect officers to carry out the purpose of the Association. The officers elected shall be a President, a Vice President, a Secretary, and a Treasurer. The Parliamentarian position shall be appointed by the President and approved by the Executive Committee. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.

The following comprise the list of officers and their respective duties.

1. President shall preside at all meetings of the Association, maintain order and decorum during the course thereof, and
 - call all meetings of the Association in accordance with these rules and to verify that written notices and advertisements for all meetings are in proper form,
 - execute official documents on behalf of and at the direction of the Association and to manage all correspondence on behalf of the Association,
 - review all minutes of meetings of the Association,

- establish a tentative agenda and submit said agenda to the Secretary no less than five (5) days prior to the regularly scheduled meeting of the Association,
 - represent the Association at NPU-X meetings or appoint an eligible member to represent in his/her absence,
 - appoint a Parliamentarian subject to the approval of the Executive Committee,
 - appoint committee chairs.
2. Vice President shall perform all of the duties and functions of the President, in the event of absence, disability, resignation or disqualification of the President, and
- serve as ex-officio member of all committees,
 - supervise the proper functioning and reporting of all committees,
 - identify opportunities for and encourages the Association's involvement in current community-related issues and concerns,
 - shall assist the President in his/her duties.
3. Secretary shall presume all of the duties and functions of the presiding officer in the absence of the President and Vice President, shall serve as custodian of all written records of the Association, and
- record the highlights of all meetings of the Association, except that the Secretary shall take an exact record of all motions, resolutions and votes,
 - provide the minutes from all meetings and makes the information available for distribution to Association members,
 - prepare and mail or otherwise distribute, in conjunction with the Community Engagement & Communications Committee, all notices and required agendas,
 - prepare and mail or otherwise distribute, in conjunction with the Community Engagement & Communications Committee, a notice to each Association member at least five (5) days prior to each regular or special meeting of the Association,
 - maintains and prepares correspondence (under the direction of the President) as required by the Officers and the Association,
 - maintains a roster of general body and executive committee meeting attendance,
 - works with the Treasurer to verify voting eligibility and prepare a list of eligible voters for annual officer elections.
4. Treasurer shall presume all of the duties and functions of the presiding officer in the absence of the President and Vice President, and Secretary, shall serve as the custodian of all funds of the Association, and
- keeps full and accurate account of receipts and disbursements in the manner designated and approved by the Executive Committee,
 - transacts business with the financial institution(s) and instrument(s) approved by the Association,

- is authorized to accept contributions, donations, or grant monies on behalf of the Association,
 - deposits all monies in the name and to the credit of the Association in such depository as designated by the Executive Committee and the General Body,
 - is authorized to disburse Association funds as directed by the Executive Committee and approved by the General Body,
 - Is authorized to disburse requested funds on behalf of a committee chair or an Officer in excess of the approved budget, not to exceed \$100, with prior Executive Committee approval,
 - must receive Executive Committee and General Body approval for any requested disbursements greater than \$100, in excess of the approved budget,
 - reports and maintains all receipts for committee disbursements,
 - shall relinquish all books, papers, passwords, vouchers, monies and other properties of any kind in his/her possession or under his/her control, which are the properties of the Association, to the Secretary in the event of resignation, retirement, death or removal from office,
 - works with Secretary to keep the membership and list of eligible voters updated
 - provides members with notices for the payment of dues,
 - reports the financial status of the Association at all Executive Committee and General Body meetings.
5. Parliamentarian, appointed by the President and subject to approval of the Executive Committee, shall serve in an advisory capacity, and
- provides guidance in drafting and interpreting the bylaws of the Association,
 - provides leadership in supporting processes, procedures, and rules of order,
 - assists in the planning and conduct of meetings,
 - serves as an advisor and consultant to the presiding officer, the Executive Committee, the standing and special committees, and the Association on matters of parliamentary procedure,
 - should be familiar with parliamentary procedure, protocol, and current bylaws.
6. In addition to fulfilling the Purpose (as defined in Article II) and the duties as prescribed in Article VII, Section 1, Association officers are responsible for maintaining records of all business coming before the body, all correspondence, all recommendations to the Association, and for the transfer of records to their successor(s). A copy of all correspondence and agreements shall be made available to the President and the Secretary of the Association. Transfer of records, accounts, and account information shall occur in a timely manner -- no more than sixty (60) days after an election.

Section 2. Qualifications and Election

1. The annual election of Association officers (as described in Article VII, Section 1) shall be held at the regularly scheduled December General Body meeting, in accordance with Article V, Section 3.
2. The annual election of Association officers will be administered by an Ad Hoc Election Committee of at least three (3) members in good standing as appointed by the Executive Committee, as outlined in Article IX, Section 2.
3. Officer nominations may be made by eligible Association members (as outlined in Article IV, Section 1) at the preceding November meeting and/or during the Annual Election meeting.
4. Each officer nominee must be a member in good standing (as defined in Article IV, Section 2) and must be in attendance of at least their third meeting within the past eleven (11) month period.
5. Nominees absent from the election meeting may be elected providing aforementioned eligibility and their written acceptance of the nomination.
6. Officers shall be elected by separate vote, with a plurality (above 50%) of the votes cast being required for election.
7. Officer elections shall be conducted by secret written or electronic ballots, or absentee vote (as described in Article VI, Section 4). If there is only one (1) candidate for a position, the vote may be made by voice for candidate acclamation.
8. Should it become necessary to cancel the December meeting, officer elections will be held at the next regularly scheduled Association meeting. Should it become necessary to reschedule the December meeting, the officer elections will be held during the rescheduled December meeting.
9. The presiding officer may vote in officer elections conducted by secret ballot (as described in Article VI, Section 5).

Section 3. Term of Office

1. The term of office shall be one calendar year. Officers shall serve from January through December of the year following the election. In the case that elections occur **after** a new calendar year has begun, newly elected officers shall serve the remainder of the calendar year.
2. Existing officers shall serve until their successors are elected.
3. An officer may only serve in the same role for three (3) consecutive terms.

Section 4. Rights, Privileges, and Voting

Officers of the Association shall be permitted to exercise full membership rights and authority the same as any other member. During General Body meetings, the President (or presiding officer) shall have voting rights as outlined in Article VI, Section 5 of these Bylaws. During the course of performing their respective roles (and not serving as presiding officer), the Vice-President, Secretary, Treasurer, and Parliamentarian are permitted to exercise full voting privileges the same as any other member.

The President (or presiding officer) may vote as any other officer during an Executive Committee meeting.

Article VIII. Executive Committee

The Executive Committee is comprised of the President, Vice President, Secretary, Treasurer, Parliamentarian, and the committee chairs of the standing committees. Chairpersons of the standing committees shall be non-voting members of the executive committee.

The order of succession for the Executive Committee is as follows:

President

Vice President

Secretary

Treasurer

Section 1. Duties

The Executive Committee shall manage the business affairs of the Association in accordance with these bylaws and the vote of the Association, as may be necessary for the conduct of Association meetings and the efficient operation of the Association by:

- developing and adopting policies, procedures, rules and regulations;
- meeting monthly to make administrative decisions and to implement the strategic plan of the Association;
- fulfilling the requirements of attendance for monthly meetings, special meetings, and meetings of the Executive Committee;
- providing reports on the activities of their committee at all monthly meetings;
- publishing reports on the CVNA website, or newsletter;
- reporting all decisions to the membership at the regular monthly meeting; and
- holding a Transitional Executive Committee Meeting of all incoming and outgoing committee members after the elections meeting and before the meeting at which the new officers will preside.

Each officer elect and chair appointee of the incoming Executive Committee, working in conjunction with the outgoing officer or committee chair shall develop and present to the

Bylaws of the Capitol View Neighborhood Association

Adopted Revision Date: December 19, 2020

Association an annual action plan and itemized budget. This action plan and itemized budget shall be presented at the Annual Organizational meeting in January and the subsequent regular membership meeting, for review and acceptance.

Section 2. Meetings

1. Executive Committee meetings shall be held on the second Saturday of each month, but may be changed by the Executive Committee with a minimum of one (1) day prior notice to the Association members. Notice will be given by email and changing the Association public facing calendar. These meetings shall be open for observation to all members of the Association.
2. Three (3) voting executive committee members shall constitute a quorum.
3. An executive committee member may take part in an executive committee meeting either in person or remotely (as described in Article V, Section 4).
4. Executive committee members are authorized to discuss and vote on issues via email or other such electronic communications.

Section 3. Voting

1. The presiding officer may vote as any other officer at the Executive Committee meetings.
2. A majority of the Executive Committee present shall determine the outcome of a motion.
3. Proxies will not be accepted.
4. Absentee voting by executive committee members shall be allowed with a written or email request a minimum of two (2) calendar days notice prior to the full Executive Committee and approval by a majority, three (3) or more voting members, of the Executive Committee.
5. Voting shall be either by:
 - voice vote
 - division of house (show of hands)
 - roll call
 - secret ballot (to be counted by the Parliamentarian and verified by a non-voting member of the Executive Committee)
 - electronic vote (in the case of a remote meeting or absentee vote)
 - email (in the case of matters that require a vote before the next regularly scheduled Executive Committee meeting)

Section 4. Removal or Suspension from the Executive Committee

1. An officer or chairperson of the Association may be removed or suspended from the Executive Committee for any of the following:
 - a. Failure to perform the duties of his or her office as prescribed in the by-laws (absence from one meeting does not constitute sufficient cause for removal).

- b. Defrauding or misrepresenting funds of the Association.
 - c. Adversely affecting the rights and interests of the Association.
 - d. Intentionally acting contrary to the expressed direction of the Association.
 - e. Committing an act or acts of malfeasance while in office.
 - f. Violating his or her duties of office.
 - g. Committing an act of misconduct in office.
 - h. Willfully misusing, converting without authority, or misappropriating the property or funds of the Association.
 - i. Missing three (3) or more meetings (not due to exigent circumstances) during any eleven (11) month period.
2. Suspension or removal from office shall require two-thirds ($\frac{2}{3}$) of the votes cast (as outlined in Article VI, Section 3) provided that:
 - a member in good standing submitted a statement of deficiencies at the Executive Committee meeting prior to the regular meeting at which the resolution to remove or suspend an officer or chairperson will be presented and,
 - such pending resolution was made known to the members of the Association through regular information channels and was placed on the Agenda prior to the meeting at which the resolution will be presented and,
 - a member in good standing presented the resolution to remove or suspend an officer or chairperson at the regular membership meeting immediately prior to the meeting at which the vote occurs and,
 - a motion to accept the resolution to remove or suspend such officer or chairperson was properly made and seconded during the meeting at which the vote occurs and,
 - such officer or chairperson is provided an opportunity at such a meeting to fairly present a public rebuttal of the charges upon which the resolution is based.
 3. The Executive Committee shall submit a recommendation to the Association members at the meeting at which the vote regarding the resolution to remove or suspend such officer or chairperson occurs.
 4. An officer or chairperson of the Association that has been removed or suspended from the Executive Committee may also be suspended or removed from the official membership roll by a two-thirds ($\frac{2}{3}$) of the votes cast. The time period of the suspension or removal shall be determined by the Executive Committee.
 5. Removal or suspension from the Executive Committee or official membership roll is effective immediately.
 6. The Presiding officer may vote to remove an Executive Committee member, if the vote is by secret ballot.

Section 5. Resignation

Any officer may resign from the Executive Committee, at any time, by giving written notice to the President or the Secretary. Such resignation shall take effect at the time specified therein; and

unless otherwise specified therein, the acceptance of such resignation shall not be necessary to become effective.

Section 6. Vacated Elected Officer Positions

A vacancy in the Executive Committee, either by resignation or removal of an officer, is to be filled by nomination and election or appointment at either a regular meeting or special meeting.

1. If an elected officer vacancy occurs more than three (3) months prior to the end of the calendar year, the nomination and election for the position vacancy may occur at the next regular general body meeting; or the President, with the approval of the Executive Committee, may call a special meeting (as described in Article V, Section 5) in order to facilitate the election.
2. Members of the Association must be provided notice of the election via a dedicated email or newsletter at least seven (7) calendar days prior to the date of the regular meeting or special called meeting.
3. If a special meeting is called, the only business that will be considered for action is that of electing an officer for the vacant Executive Committee position. All items on the agenda for the special meeting shall be dealt with at this time.
4. Nominees for the vacated position must fulfill officer eligibility requirements (as described in Article VII, Section 2).
5. If there are no eligible members in good standing willing to fill the vacancy at the time of the special election, the current Executive Committee members shall be responsible for dividing and fulfilling the duties of the vacated position, until a new officer is elected.
6. All procedures for normal elections not in conflict with this section shall be followed at the special election.
7. If the vacancy occurs three (3) or less months prior to the end of the calendar year, officer vacancies shall be filled by appointment(s) made by the Executive Committee. Appointees must be members in good standing, may be nominated by any eligible Association member or officer, and will be vetted by the Executive Committee.
8. The newly elected or appointed officer shall assume the vacated position immediately and serve the remainder of the vacated term. Any such action shall be announced at the next regularly scheduled meeting of the Association.

Section 8. Vacated Chairperson Positions

1. Chairperson vacancies shall be filled by appointment(s) made by the President and approved by the Executive Committee. Appointees must be members in good standing, and may be nominated by any eligible Association member or officer.
2. The newly appointed chairperson shall assume the vacated position immediately and serve the remainder of the vacated term. Any such action shall be announced at the next regularly scheduled meeting of the Association.

Article IX.

Committees

The President and Vice President of the Association, if not otherwise listed as members of specific committees, are ex-officio members of all committees of the Association.

Section 1. Standing Committees

1. Standing committees are those that have a continuing existence. Standing committees are constituted to perform a continuing function, and remain in existence permanently or for the life of the Association. The Association standing committees are as follows:

ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE

It shall be the duty of this committee to monitor and evaluate the private and public economic and physical development of the neighborhood, residential, commercial, and industrial, to advocate for land use development and community infrastructure in alignment with the purpose of the Association, and to make recommendations to the Association for appropriate action to carry out projects. The committee membership shall designate member(s) to attend the city council and/or county commission meetings that are aligned with the purpose of the Economic and Community Development Committee. The committee will provide reports of the counterpart meetings at each monthly Association general meeting.

COMMUNITY ENGAGEMENT AND COMMUNICATIONS COMMITTEE It shall be the duty of this committee to foster community engagement and involvement, organize and oversee neighborhood outreach programs, coordinate logistics involved with neighborhood activities, ensure all sectors of the neighborhood are afforded opportunities to be actively involved, coordinate strategies and implement practices around the effective distribution of information relevant to the Association via print, web, email and other mediums, and to make recommendations to the Association for appropriate action to carry out projects.

SAFETY AND QUALITY OF LIFE COMMITTEE

It shall be the duty of this committee to promote a safe and secure environment for all residents and visitors, investigate and consider questions related to public safety, health and quality of life, including but not limited to, police services, fire services, public health, and environmental health, and to make recommendations on these matters to the Association. The committee shall also be responsible for safety education and suggesting programs to improve neighborhood safety. The committee membership shall designate member(s) to attend the city council and/or county commission meetings that are aligned with the purpose of the Safety and Quality of Life Committee. The committee will provide reports of the counterpart meetings at each monthly Association general meeting.

2. Standing committees may have subcommittees or task forces under them that carry out more specific tasks.
3. Each standing committee shall be composed of an appointed chairperson and volunteer members of the Association, unless otherwise prescribed by the Association. Each committee chair is authorized to appoint a vice chair from among the Committee's members who may have such powers or authority as delegated by the Committee Chairman or the Committee.
4. Each standing committee shall represent the position of the Association before appropriate organizations and shall provide such reports to the Association on its progress and activities at the regular membership meetings. Where there exists a counterpart committee of the Neighborhood Planning Unity (NPU-X), standing committees of the Association are expected to coordinate their efforts with such NPU-X committees.
5. The chairperson of each standing committee shall report any proposed business to the Executive Committee, no later than by the Executive Committee meeting immediately prior to such business being presented to the membership of the Association at any regular or special meeting of the Membership.
6. The chairperson of each standing committee is responsible for maintaining records of all correspondence, all recommendations to the Association, and for the timely transfer of records to their successor. A copy of all correspondence and agreements shall be made available to the Secretary of the Association.

Section 2. Ad Hoc Committees

Ad Hoc Committees may be appointed by the President, and approved by the Executive Committee, as the need arises to carry out specific projects, initiatives, or programs, at the completion of which the committee automatically ceases to exist. Ad Hoc Committees are not to be appointed to perform a task that falls within the assigned function of an existing standing committee.

Section 3. Committee Chairs

1. Standing and ad hoc committee chairs are to be appointed by the President, and approved by the Executive Committee, as deemed necessary to carry on the work of the Association. Chairs of standing committees will serve as non-voting members of the Executive Committee. Committees must be chaired by Association members, but non-members may serve on the committees. Standing Committee chairs may be reappointed at the beginning of each administration.
2. Each chairperson of each standing committee shall manage the business affairs of the committee, call regular monthly meetings of the committee, and adopt such policies, rules, and regulations as may be necessary for the conduct of its business and meetings, and its efficient operation, consistent with these bylaws. No chairperson of

any committee, nor any committee, may represent to any person, corporation, or other entity that it represents the wishes or policy of the Association unless the membership of the Association has approved such action by majority vote at a regular or special meeting of the membership.

**Article X.
Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the Association and the way its meetings are conducted in all cases to which the rules apply and do not conflict with these bylaws and any special rules of order the Association may adopt.

**Article XI.
Amendment of Bylaws**

Section 1. Proposed Amendments and Revisions

1. Proposed amendments and/or revisions to these Bylaws by Association members must be presented in writing or a dedicated email to the Executive Committee. An ad hoc Bylaws Committee shall be appointed by the President, with the approval of the Executive Committee, to study any proposals for amendments to the Bylaws.
2. After commission, the appointed Bylaws Committee shall develop the language of the proposed amendments and/or revisions and submit these recommendations to the Executive Committee.
3. Upon simple majority approval by the Executive Committee, recommendation(s) shall be presented before the Association for a vote of approval at the next regular meeting. Notice of intent to consider said amendment(s) shall be submitted to the Secretary by the Bylaws Committee Chair for inclusion in the agenda.
4. All amendments and revisions must be made available to the Association members for review with at least seven (7) days written notice, by publication via the Association newsletter, posted on the Association website, or via a dedicated email to Association members, prior to any such regular meeting for vote of approval.

Section 2. Adopting Amendments and Revisions

1. Proposed amendments and/or revisions should be read or summarized at the appointed meeting and open to discussion prior to any vote of approval.
2. A vote of two-thirds ($\frac{2}{3}$) of attending members in good standing at any regular meeting shall determine the outcome of a valid motion to approve amendments or revisions to

the Bylaws, provided the amendments or revisions were proposed in accordance with Article XI, Section 1.

3. The President of the Association (or Executive Committee member presiding over the meeting) shall only vote on amendments or revisions to the Bylaws whenever said vote is by secret ballot or will cause or block attainment of the necessary two-thirds ($\frac{2}{3}$) vote.
4. Adoption of the Bylaws, with approved amendments and/or revisions, shall be by a two-thirds ($\frac{2}{3}$) vote at the December Annual Election meeting of the association, provided written or electronic copies of the Bylaws are made available and written notice of the meeting is provided at least seven (7) prior to the meeting.
5. Any member in good standing unable to attend the December Annual Election meeting may vote for adoption of the Bylaws by absentee ballot (as described in Article VI, Section 4).
6. Newly adopted Bylaws shall go into effect the following calendar year.

ARTICLE XII. Privacy and Electronic Communications

Section 1. Purpose

1. Distribution lists, websites, publications, email accounts, personal data, or personally identifiable information shall be used only for carrying out purposes of the Association.
2. Distribution lists, websites, publications, and e-mail accounts compiled by the Association are the sole property of the Association.

Section 2. Privacy Notice

1. No member of the Association shall furnish to any outside entity any personal data or any mailing list or listserv compiled by the Association, the Executive Committee, or any of its committees, except as required by law or court order.
2. The Association shall not use any of its email distribution lists to forward commercial advertisements of any kind. Commercial establishments may be mentioned in email communication so long as the mailing is not primarily used to promote a particular establishment.

Section 3. Confidentiality & Security of Personally Identifiable Information

1. We keep your personally identifiable information for no longer than necessary for the purposes for which the personal data is used to carry out the purposes of the Association. The length of time we retain personal data depends on the

purposes for which we collect and use it and/or as required to comply with applicable laws and to establish, exercise, or defend the legal rights of the Association and its Officers.

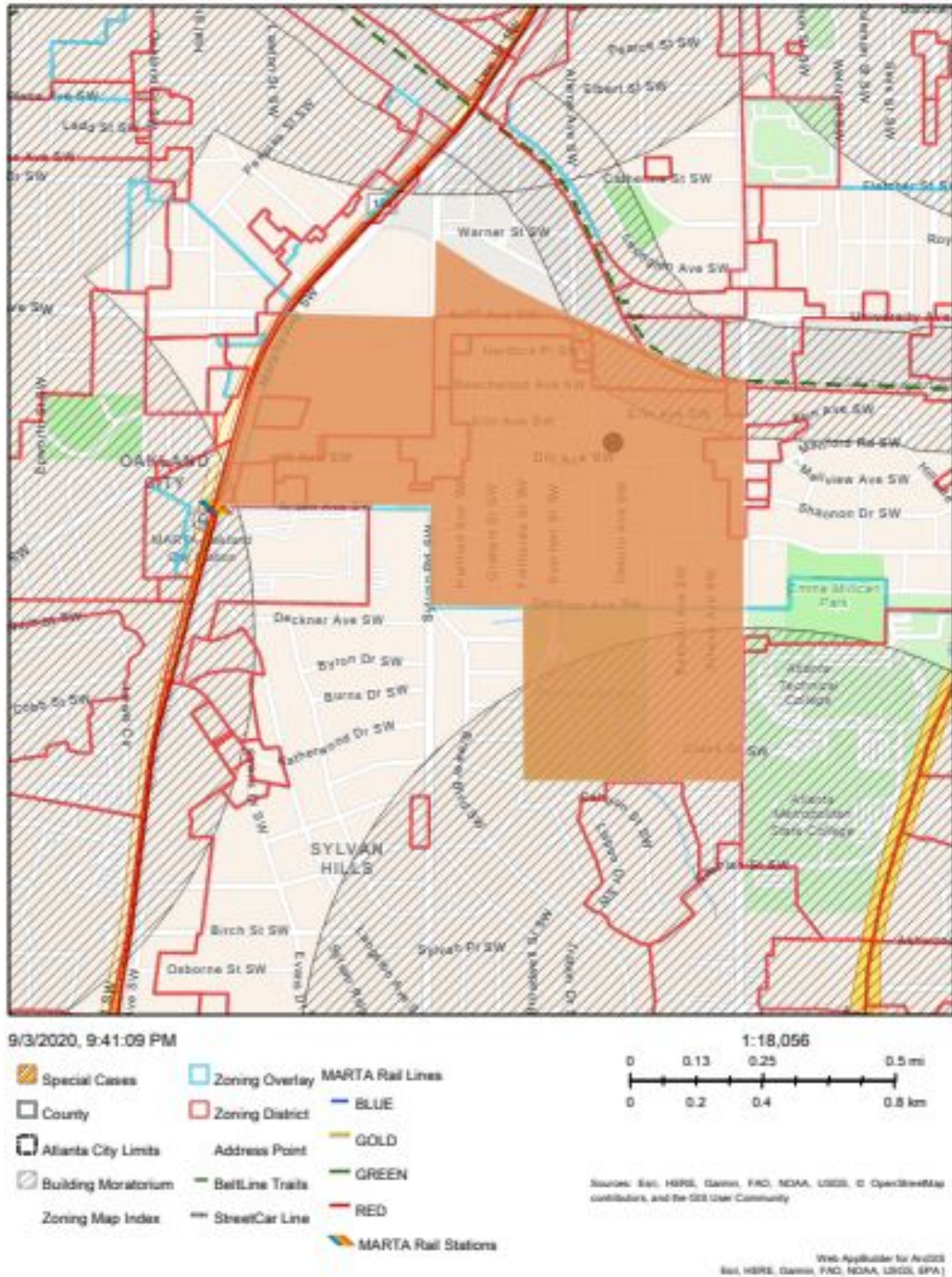
2. The Association will use the best security measures at its disposal to keep your personally identifiable information confidential and secure, and will not share it with third parties, except as otherwise provided in this Privacy Notice, or unless such disclosure is necessary in special cases, such as a physical threat to you or others, as permitted by applicable law. Because the Internet is not a 100% secure environment, we cannot guarantee the security of personal data, and there is some risk that an unauthorized third party may find a way to circumvent any security measures or that transmission of your information over the Internet will be intercepted. It is your responsibility to protect the security of your personally identifiable information. Please note that e-mail communications are typically not encrypted and should not be considered secure.

Section 4. Opt Out

1. The Association shall honor all requests to be opted out of any of its distribution lists at any time. Users may opt out of distribution lists by using the 'update subscription preferences' or 'unsubscribe from this list' link in communications generated by the Association.
2. Any other requests for removal of personal data should be emailed to info@capitolview.org with the title 'Remove Personal Data' and the person's name in the subject line. In the body of the email, provide a clear notice of the locations of removal of personal data.
3. The Association shall have fifteen (15) business days to remove the personal data from the specified locations identified by the user.

ADDENDUM

Exhibit A. Capitol View neighborhood according to the Official Map of the City of Atlanta



*Bylaws of the Capitol View Neighborhood Association
Adopted Revision Date: December 19, 2020*