

RESOLUTION AUTHORIZING THE NEIGHBORHOOD/BUSINESS RECOGNITION PROGRAM

Whereas, *the Morgantown City Council is proud of the City's neighborhood and business groups and would like to recognize their time and effort in building a better community by creating a neighborhood / business association recognition program; and*

Whereas, *the Morgantown City Council hopes that this program will improve communication between neighborhoods, businesses and the City; and*

Whereas, *the Morgantown City Council requests that neighborhood or business associations meet the standards set forth in the "Neighborhood / Business Association Recognition Policy" to take advantage of the recognition program; and*

Whereas, *the Morgantown City Council authorizes the City Administration to make resources available to oversee the recognition program and provide written notice of any necessary changes in the policy to the existing recognized associations in order to more effectively administer the program; and*

Now therefore be it resolved *on this day, May 1, 2012, the City of Morgantown authorizes the resources needed to administer the Neighborhood / Business Recognition Program and directs the Office of the City Manager to administer the program effective immediately.*

MAYOR

CITY CLERK

Neighborhood / Business Association Recognition Policy

The purpose of this policy is to establish a neighborhood / business association recognition program that provides a standardized City recognition policy for Morgantown neighborhood or business associations and sets forth the responsibilities and benefits accruing thereto.

B. The City Council finds, determines and declares that a standardized recognition policy will improve communication between neighborhoods, their residents, the private sector, and city government on civic matters affecting the livability and character of their neighborhoods. It is the finding of the City Council that the neighborhood / business association recognition program will establish a means whereby early identification and resolution of potential conflicts involving neighborhoods, their residents, and the private sector can be achieved.

Criteria for Recognition of a Neighborhood Association

A. In order to obtain City designation as a recognized neighborhood association, a neighborhood must satisfy the following criteria and standards at the time of application filing:

1. Membership. The membership of the neighborhood association shall be open to all residents, business owners or owners' representatives, non-profit organizations' representatives, property owners or tenants who reside, own, or occupy property or maintain a business within the boundary of the neighborhood association. The membership of the neighborhood association must be comprised of at least 10 members. The membership of the neighborhood association shall not be limited by race, creed, color, sex, age, heritage, national origin, sexual orientation, mobility, or income. The neighborhood association shall use its best faith good efforts to have its membership evenly distributed throughout its boundary.

2. Boundary. The boundary of a neighborhood association shall be drawn by the association membership. The boundary shall be reasonable and representative of physical and social characteristics of the neighborhood; represent a geographic area that is no smaller than four square blocks; have parameters that correspond with street center lines and property parcel lines.

3. By-laws or rules and regulations. The neighborhood association must have adopted written by-laws or rules and regulations that contain provisions that address the following subject matters:

- a. Statement of organizational purpose(s);
- b. Method of election of officers on a regular schedule, at least biennially;
- c. Description of officer terms and term limits;
- d. Establishment of a quorum number for voting purposes;
- e. Stated duties and responsibilities of officers;
- f. Definition of membership;
- g. Provide a system of financial accountability of its funds and records including maintenance of meeting sign-in sheets;
- h. Rules of Order;
- i. Statement of Non-Discrimination; and
- j. Current boundary map.

Responsibilities of Recognized Neighborhood Associations

Recognized Neighborhood Associations shall:

- A. Provide its membership with timely and effective written notifications received by the City. Written notice to its membership may be provided by U.S. regular mail, electronic mail, or delivered handbills within the boundary.
- B. Organize and undertake at least one activity, project or program which fosters a sense of community with the neighborhood.
- C. Each recognized neighborhood association shall hold at least one general membership meeting per year for which it makes a reasonable attempt to give prior written notice to every residence and place of business within the boundary regardless of membership status. Written notice may be provided by U.S. regular mail, electronic mail, or delivered handbills within the boundary.
- D. Abide by the conflict of interest provision where an officer of a recognized neighborhood association may not serve concurrently as an officer of another recognized neighborhood association. This provision, however, shall not prohibit an officer of any neighborhood association from serving as an officer of a business association that for purposes of this chapter has registered as a recognized neighborhood association.
- E. Comply with its by-laws or rules and regulations. The recognized neighborhood association will provide to the City Manager's office a copy of any updates or amendments of the bylaws and rules and regulations.
- F. Establish and utilize an orderly and democratic process for making representative decisions. The rules of order adopted by the recognized neighborhood association shall address conduct and proper decorum during meetings.
- G. Establish and follow a clear method for reporting to the City actions which accurately reflect the recognized neighborhood association's position on a matter that is the subject of a pending City Council agenda item. When the recognized neighborhood association presents its official position on the issue to the City, it shall identify whether the decision was reached by the board, a survey of the general membership, or by a vote at a general membership meeting, and the vote for and against the position. Dissenting views on any issue considered by a recognized neighborhood association shall be recorded and transmitted along with any recommendations made by the recognized neighborhood association.
- H. Provide notice to the City Manager's office within thirty (30) days of updated or revised contact information for the officers, and for official representative(s) of the recognized neighborhood association for purposes of receiving notices.
- I. Notify the City Manager's office and the applicable City Council district representative of its general membership meeting at least two weeks in advance or promptly without delay if notification of the meeting was provided to members less than two weeks prior to the meeting.
- J. Provide City Council an annual report summarizing the Neighborhoods activities of the previous year.
- K. Make recommendations for and coordinate various beautification, safety, and other initiatives deemed beneficial to the neighborhood.

Criteria for Recognition of a Business Association

A. In order to obtain City designation as a recognized business association, a an organization must satisfy the following criteria and standards at the time of application filing:

1. Membership. The membership of the business association shall be open to all business owners or owners' representatives, within the boundary of the business association. The membership of the business association must be comprised of at least 20 members. The membership of the business association shall not be limited by race, creed, color, sex, age, heritage, national origin, sexual orientation, mobility, or income.

2. Boundary. The boundary of a business association shall be drawn by the association membership. The boundary can be physical or isolated to a type of business.

3. By-laws or rules and regulations. The business association must have adopted written by-laws or rules and regulations that contain provisions that address the following subject matters:

- a. Statement of organizational purpose(s);
- b. Method of election of officers on a regular schedule, at least biennially;
- c. Description of officer terms and term limits;
- d. Establishment of a quorum number for voting purposes;
- e. Stated duties and responsibilities of officers;
- f. Definition of membership;
- g. Provide a system of financial accountability of its funds and records including maintenance of meeting sign-in sheets;
- h. Rules of Order;
- i. Statement of Non-Discrimination; and
- j. Current boundary map.

Responsibilities of Recognized Business Associations

Recognized Business Associations shall:

A. Provide its membership with timely and effective written notifications received by the City. Written notice to its membership may be provided by U.S. regular mail, electronic mail, or delivered handbills within the boundary.

B. Organize and undertake at least one activity, project or program.

C. Each recognized business association shall hold at least one general membership meeting per year for which it makes a reasonable attempt to give prior written notice to every business within the boundary regardless of membership status. Written notice may be provided by U.S. regular mail, electronic mail, or delivered handbills within the boundary.

D. Abide by the conflict of interest provision where an officer of a recognized business association may not serve concurrently as an officer of another recognized business association.

E. Comply with its by-laws or rules and regulations. The recognized business association will provide to the City Manager's office a copy of any updates or amendments of the bylaws and rules and regulations.

F. Establish and utilize an orderly and democratic process for making representative decisions. The rules of order adopted by the recognized business association shall address conduct and proper decorum during meetings.

- G. Establish and follow a clear method for reporting to the City actions which accurately reflect the recognized business association's position on a matter that is the subject of a pending City Council agenda item. When the recognized business association presents its official position on the issue to the City, it shall identify whether the decision was reached by the board, a survey of the general membership, or by a vote at a general membership meeting, and the vote for and against the position. Dissenting views on any issue considered by a recognized business association shall be recorded and transmitted along with any recommendations made by the recognized association.
- H. Provide notice to the City Manager's office within thirty (30) days of updated or revised contact information for the officers, and for official representative(s) of the recognized business association for purposes of receiving notices.
- I. Notify the City Manager's office of its general membership meeting at least two weeks in advance or promptly without delay if notification of the meeting was provided to members less than two weeks prior to the meeting.
- J. Provide City Council an annual report summarizing the associations activities of the previous year.
- K. Make recommendations for and coordinate various beautification, safety, or other initiatives deemed beneficial to creating a better business climate with the City.

Services Available to Recognized Neighborhood / Business Associations

The City will provide the following services and benefits to recognized neighborhood / business associations:

A. Upon request, supply a current listing of city departments, respective department heads, and corresponding telephone numbers.

B. A newsletter to be created and disseminated on at least a quarterly basis, the purpose of which being to provide pertinent information related to local government and civic affairs and to increase communication between recognized neighborhood / business associations and the City. The newsletter will be made available to the association's membership directly, but also to the general public through the City's official internet website.

C. To the extent practicable, provide the following support services to recognized neighborhood / business associations: 1) electronic distribution of general communications which promote civic engagement, serve a public purpose, and do not directly or indirectly involve fundraising, advertising, or political activity; 2) provide copying of meeting agendas prior to the neighborhood / business Association's membership meetings; list the neighborhood / business association on the City Web site with contact information and monthly meeting times and locations.

D. Written notice to the official representative(s) of a recognized neighborhood association regarding any land use application submitted to the City, which contains property lying partially or wholly within the boundary of the particular recognized neighborhood association. The notice shall be sent on the final day of submission for the next Planning Commission meeting and at a minimum will contain a general description of the location of property subject to the land use change, the date, time and place of the applicable public hearings, if known, and other opportunities for public input on the application. Notifications by email to the official representative(s) of the recognized neighborhood association and documents posted to the City's web page shall be deemed to satisfy the provision of written notice.

E. Written notice regarding City sales, bids, or leases of land within the City of Morgantown inventory to a recognized neighborhood / business association when all or a portion of the area proposed for sale is within the boundary of the recognized association. The department or agency designated by the city manager will provide the notice.

F. Written notice to the official representative(s) of the recognized neighborhood / business association by electronic mail, of each upcoming City Planning Commission and Board of Zoning Appeals agenda that contains land development applications. The notice will include a map of the location for each such application.