

Lincoln Heights Block Club By-laws

Mission Statement: The mission statement of the Lincoln Heights Block Club is to maintain and improve the quality of life for all stakeholders and be supportive of local retail businesses. Promote safety initiatives within our service area, and support prudent development that provides services consistent within the City of Cleveland definition of a Local Retail Business district within our commercial districts.

Service Area: Train Ave. / Fairfield Ave. to the north, I-90 / I-71 to the east, West 25th St. to the west, and Wade Ave. to the South.

Meetings: The block club will meet at the location designated by the block club officers. The date and time will be at the discretion of the block club officers in order to arrange meeting space facilities.

The block club will execute its meetings under Robert's Rules of Order and this document.

Officers: Shall consist of a Chairperson & Secretary. An Ex-Officio at the discretion of the membership.

Chairperson Responsibilities:

- A) Coordinate monthly meeting agendas.
- B) Maintain order and procedure at monthly meetings.
- C) Contact person for the block club.
- D) Spokesperson for the block club to outside organizations and City officials.
- E) Maintain all official block club documentation and petty cash on hand.

Secretary Responsibilities:

- A) Keep and document meeting minutes. (within ten days of that scheduled meeting)
- B) Keep attendance records and update membership & voting roles monthly.
- C) Compose monthly Inside Tremont Newsletter updates, coordinated with chairperson.
- D) Compose all block club correspondence approved by the membership and chairperson.
- E) Maintain a secondary set of all official block club documentation.

Ex-Officio Responsibilities:

- A) Sit on the Board of Directors of the Tremont West Development Corporation.
- B) Report to the block club on the actions of the TWDC Board affecting our territory.
- C) Sit on other boards recognized and approved by the block club membership.

The voting membership of the block club shall be the electors for all officers. The elected term for all officers will be for a period of 12 months. Vacancies will be filled to fulfill the current 12 month term.

All officers should arrive 30 minutes prior to the scheduled block club meeting to go over the meeting agenda and provide logistical support in setting up the meeting space.

Membership and Participation:

Block club membership is defined by the following:

- A) Resident residing in the confines of the block club service area, over 18 years of age.
- B) Real property owner that owns property in the service area but does not reside within.
- C) Businesses and institutions within the confines of the service area can appoint one representative to represent them as a member. The representative may change from meeting to meeting to allow consistent attendance from the said business or institution.

There is an open invitation to participate in our meetings by our Elected Officials, City of Cleveland Officials, CDC Staff and Board members, Cleveland Police Department, Media, and representatives of adjacent block clubs. These participants are non-members.

All other parties would be considered guests and shall seek to be placed on the agenda of the scheduled block club meeting. Guests will only be allowed to participate within their said agenda item.

All members shall be required to sign in on the meeting membership sign in sheet.

All guests shall be required to sign in on the meeting guest sign in sheet.

Voting Regulations:

- A) Voting in the Lincoln Heights Block Club is limited to the defined membership above who have attended three meetings in the prior twelve month period of that specific block club meeting.
- B) Voting on inherent property rights, will be limited to membership that are owners of real property within the block club service area, which is defined as residential ownership or commercial ownership in adherence to subsection A. Inherent property rights generally require official notification from the City of Cleveland to property owners. (BZA, BBS, Planning Commission & Landmarks Commission agenda items)
- C) Quorum shall be considered a majority of membership present at any given meeting.
- D) By-law amendments require a special quorum of 75% of the existing voting membership at the time of proposal. Membership notification of at least 14 days, and a 67% affirmative vote. Amended By-laws will go into effect when calling the next scheduled meeting to order.

The Secretary shall maintain an active roster of the voting membership and determine eligibility for both subsection A & B. The Secretary can challenge a member in question on their voting rights. In absence of the Secretary the Chairperson shall maintain this capacity at any scheduled meeting.

Anyone seeking to place an item on the next block club agenda, either if they are a member or guest shall contact the Chairperson of the block club 14 days prior to the next scheduled meeting. If it requires a vote on inherent property rights the presenter must provide all requisite site plans, letter of non-conformance, or official agenda from the City of Cleveland Department. All voting items that transpire at the block club scheduled meetings shall require advance notification to all members of record at least 7 days prior to the scheduled meeting in partnership via TWDC.

Enacted 04/04 – Amended and approved 12/15/14