

# The Lomond Association Leadership Committee

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# Goals of the Leadership Committee

- ▶ Revise the current Code of Regulations
  - Devise a comprehensive mission statement
  - Review currently active Codes of other Associations
  - Develop the structure of the Association
  - Consult constituency for feedback
  - Make revisions
  - Hold an Association-wide vote on new Code

# Timeline

- ▶ **July 12:** Share proposed new Code with constituents and solicit feedback
- ▶ **July 26:** Deadline for receiving feedback about proposal from constituency
- ▶ **July 27-August 10:** Integrate feedback into final revision of the Code
- ▶ **August 16 (7-9PM, Shaker City Hall):** Vote on new Code
- ▶ **September:** Nominations for new officers
- ▶ **October:** Vote on new officers

# What is a Code of Regulations?

- ▶ **Why do we need one?**
  - **Community Governance**

# Feedback Mechanisms

- ▶ The **DRAFT** is available
  - Online at lomondonline.com
  - If you do not access internet, we have hard copies
- ▶ Feedback can be submitted via
  - Tonight's open discussion
  - Blog on lomondonline.com
  - Emailed to a member of the Leadership Committee
  - Delivered/mailed to Jessica Gupta or Lorenzo Melton
- ▶ **ALL FEEDBACK MUST BE RECEIVED BY JULY 26TH TO BE CONSIDERED FOR THE FINAL REVIEW.**

# HIGHLIGHTS OF THE DRAFT

- ▶ Mission Statement: Lomond Association as a CDC?
- ▶ Membership
- ▶ Leadership Structure
- ▶ Officer Responsibilities (Term limits)
- ▶ Association Meetings
- ▶ Standing Committees
- ▶ Ad Hoc Committees
- ▶ Nominations
- ▶ Liabilities
- ▶ Political Neutrality
- ▶ Financial Accountability
- ▶ Future Amendments to the Code

# Draft Mission Statement

- ▶ “The Lomond Community Association is a non-profit organization created to improve the quality of life for residents of the Lomond Community by addressing social, economic, and educational needs while preserving the character of the Community. In doing so, the Association strives to provide leadership in developing and maintaining a quality living and working environment for the residents of the Community.”

# Lomond Association as a CDC

## ▶ Community Development Corporation (CDC)

- Help neighborhoods direct their own economic destiny
- Based on belief that long-term revitalization of neighborhoods is most successful when it is resident driven.
- "Catalysts for community-led neighborhood rebirth through housing revitalizations, economic development and partnerships with crucial self-sufficiency programs. CDCs maximize public funds through alliances with financial institutions, equity investors and individual donors."  
(<http://www.kpadc.org/about.html>)

## ▶ Pros and Cons?

# Membership

- ▶ Purpose of membership dues
- ▶ Who decides how this is spent?
- ▶ Do we want a clause that requires payment of dues to vote and/or become a member of a committee?
- ▶ OR
- ▶ Do we want to allow residents who may only be able to volunteer their time to still participate in voting?
- ▶ The Chairperson of the Membership Committee is responsible for keeping a record of voting members

# LOMOND ASSOCIATION LEADERSHIP STRUCTURE

Association Members

Chairpersons of Ad Hoc Committees

Co-Chairs of Standing Committees  
(Membership, Community Relations, Programs and Youth)

Members-At-Large  
(10 Representatives)

Chairpersons of Standing Committees

Treasurer

Corresponding Secretary

Recording Secretary

VP of Community Affairs

Executive VP

President

*EXECUTIVE BOARD*

# EXECUTIVE COMMITTEE

## ▶ Executive Committee

- “promote the mission and vision of the Association through direction, materialization and supervision of the Association’s ongoing operations. The Executive Committee shall execute the policies and decisions of the membership, shall actively pursue the Association’s objectives, and shall have discretion in the disbursement of funds. It may appoint subcommittees or persons to work on specific problems or reports. It shall report to the membership on its activities at each Association meeting and the Annual meeting.”
- “shall appoint an ad hoc committee to count election ballots”

# MEMBERS-AT-LARGE OF THE EXECUTIVE COMMITTEE

- ▶ “The Elections Committee shall be responsible for soliciting non-Officer members of the Association to become nominees to become “members-at-large” (MAL) of the Executive Committee.
- ▶ MAL’s shall have Executive Committee voting rights.
- ▶ There shall be a maximum of 10 MAL’s, elected at the Annual Meeting.

# OFFICERS

## ▶ PRESIDENT

- "the chief officer of the Association..."
- "preside at all meetings of the Association"
- "direct the affairs of the Association in conjunction with the Executive Committee"
- "call all meetings according to procedures established in this Code"
- "nominate chairpersons of the Standing Committees for approval by the membership at a general meeting" to fill vacancies"
- "may countersign checks"
- "may from time to time establish ad hoc committees and chairpersons of such ad hoc committees with a majority vote of support from the Executive Committee"

# OFFICERS

## ▶ EXECUTIVE VICE PRESIDENT

- "shall perform the duties of the President in the absence of the President and coordinate those standing Committees as delegated by the President."
- "shall assist the President and preside over meetings in his/her absence. He/she shall perform duties appropriate to the office as requested by the President."

# OFFICERS

## ▶ VICE PRESIDENT OF COMMUNITY AFFAIRS

- “shall provide oversight to the Membership and Communication Committees, while also serving as the Association’s liaison to local government and other community associations within the Shaker community.”
- “shall be responsible for representing the Lomond Association at community and governmental meetings, advocating for the Association’s interests at the direction of the Membership and Executive Committee.”

# OFFICERS

## ▶ TREASURER

- “shall be responsible for receiving and disbursing all funds of the organization and shall maintain the official membership records.”
- “shall present financial statements to the Executive Committee and the membership as requested and an annual financial statement at each Annual Meeting.”
- “At least 30 days prior to the date on which the annual statement is due, the Treasurer shall submit the report for audit to a committee of three appointed by the Executive Committee.”
- “The Treasurer may countersign checks.”

# OFFICERS

## ▶ RECORDING SECRETARY

- “shall record and maintain the minutes of the Association”
- “shall act as the “custodian” of the Code of Regulations”
- “required to create and submit an electronic record of Association proceedings to the Shaker Public Library each year prior to the Annual Meeting.”
- “responsible for assisting the Election Committee with logistical tasks during an election cycle.”
- “may countersign checks with written approval from the President or the Treasurer.”

# OFFICERS

## ▶ CORRESPONDING SECRETARY

- “shall assist the President with all the Association’s correspondence and be responsible for notifying members of meetings.”
- “shall maintain a Post Office Box to which communications may be addressed and manage Association’s email and website correspondence.”
- “responsible for developing Association meeting agendas in collaboration with the Executive Committee and the membership.”

# ASSOCIATION MEETINGS

- ▶ Annual Meeting held between 9/1 and 11/30.
- ▶ Only voting members can vote at Annual meeting.
- ▶ Minimum of 7 regular membership meetings per year.
- ▶ Vote may only be cast in person.

# Standing Committees

## ▶ Membership

- Maintain list of members, make the list available to all committees and recruit members.

## ▶ Community Relations

- Maintaining liaison with the Administration of the City of Shaker Heights, shall send a representative to City Council meetings and report to the Committee about considerations and actions of the City Council, shall maintain liaison with other community associations in Shaker Heights and with other entities such as business associations, PTA's, and the Shaker Youth Center.

## ▶ Communications

- Responsible for the assembly, editing and distribution of the Association's Newsletter. It shall appoint the Editor of the Newsletter, responsible for maintaining the Association's website.

# Standing Committees

## ▶ Community Programs

- Responsible for formulating and coordinating social and special activities that are sponsored by the Association, encouraging and assisting block organizations, arranging for welcoming of new residents to the Lomond community and assisting block associations in welcoming activities.

## ▶ Youth

- Responsible for recommending and advocating programs for the best interest of youth within the Lomond community.

## ▶ Elections

- The Committee shall be responsible for conducting the elections of Officers and Standing Committee members of the Association. The Committee shall solicit nominations of candidates for Officers and Standing Committee members, and the Committee may also make nominations. The Committee shall arrange for the distribution of the names of the candidates prior to the election meeting, and shall arrange for meetings or other opportunity for information exchange between the candidates and the membership of the Association.

# Ad Hoc Committees

## ▶ **Self-Organized Ad Hoc Committees**

- May self-organize at general meetings if supported by the majority of the membership present at such meetings.

## ▶ **Steering Committee**

- The decision to convene a Steering Committee as well as the appointment of a Steering Committee Chairperson must be voted on by the Association in any such general, special or Annual Meeting.
- A majority vote of support for convening a Steering Committee is necessary in order to proceed to nominations of chairpersons.
- The Steering Committee, when convened, must consist of at least five (5) individuals, two (2) of whom have served as officers in the Association within the past two (2) years and all of which are Association members.
- The term of the Steering Committee members will be determined by the Executive Committee, in accordance with the tasks at hand.

# Nomination Process

- ▶ The Elections Committee will solicit nominations.
- ▶ Members may nominate from the floor any nominee who was not solicited by the Elections Committee and who has consented in person or in writing to serve, if elected, in the office to which he/she is nominated.
- ▶ Each nominee must be a member of the Association.

# Liabilities

- ▶ “No member, officer, agent or employee shall be liable for the acts or failure to act of any member, officer, agent or employee of the Association. Nor shall any member, officer, agent or employee be liable for his acts or failure to act under this Code of Regulations, expecting only acts or omissions arising out of his/her willful misfeasance.”
- ▶ “The Association shall maintain a liability insurance policy.”

# Political Neutrality

## ▶ **Public Servants**

- "No elected or appointed official of the City of Shaker Heights or the Shaker Heights School District shall be a member of the Executive Committee of the Lomond Association. All Executive Committee members shall resign upon declaring candidacy for election or upon appointment to such public office. "

## ▶ **Endorsements**

- "The Lomond Association does not endorse or otherwise support any candidate for public office nor permit the expenditure of any Lomond Association funds for such purpose. "

## ▶ **Candidates for Public Office**

- "No candidate may address meetings or gatherings of Lomond Association unless all candidates for that office are afforded equal privileges and unless candidates have been invited in advance."

# Financial Accountability

## ▶ Expenditures

- No funds belonging to the Lomond Association shall be expended except under one of the following conditions:
  - ▶ A. In accordance with the conditions therein the annual approved budget of the Association.
  - ▶ B. In circumstances requiring immediate action, the Executive Committee can approve the expenditure of sums equivalent to five percent (5%) of the Association's assets, but not more than one-thousand dollars (\$1,000).
  - ▶ C. In circumstances requiring immediate action, the President can approve the expenditure of sums less than one hundred dollars (\$100), the expenditure to be reported to the following Executive Committee meeting.
  - ▶ D. All solicitation of funds and monetary contributions should have prior approval of the Executive Committee.

# Financial Accountability

## ▶ External Audit

- "In the event the Association's annual gross receipts exceed \$25,000 for three (3) or more consecutive years, the Association is required to have an external audit of the Association's financial statements for the third year of the relevant timeframe."

# Making Amendments to the Code

- ▶ Code... "may be amended....by a majority vote at any...meeting of the Association or the Executive Committee provided that no such amendment....be inconsistent with the Articles of Incorporation and that the following process has taken place prior to legitimization of such amendment:
  - A. Shall present proposed changes in a general meeting, either in writing or verbal presentation, at least thirty (30) days prior to date of vote.
  - B. Shall make efforts to inform all members, through meeting announcements and website posting, of the date, time and location of the meeting for which the vote for making an amendment will take place.
  - C. Shall invite membership to provide feedback on proposed changes by a particular date.
  - D. Shall provide at least one (1) electronic option for submitting feedback and one (1) non-electronic option for submitting feedback to membership.
  - E. Amending committee shall seriously consider membership suggestions and concerns when proposing final amendment(s) for an Association vote.

# Contact Information

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## ▶ Lorenzo Melton

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- (216) 624-3957

▶ This presentation will also be available online at [lomondonline.com](http://lomondonline.com)

▶ If you need a hard copy, let us know.

# Discussion

- ▶ Mission
- ▶ CDC
- ▶ Structure
- ▶ Nominations
- ▶ Meetings
- ▶ Elections
- ▶ Voting Rights
- ▶ Financial Accountability
- ▶ Political Neutrality
- ▶ Making Amendments
- ▶ Other?

**THANK YOU!**

