

BY-LAWS OF THE DISTRICT 6 PLANNING COUNCIL
Adopted October 7, 2013

The citizen participation process established in City Council resolution 266179, approved October 9, 1975; and the recognition of the District 6 Planning Council, resolution 267469, approved July 2, 1976.

ARTICLE 1

Name

The name of the organization shall be District 6 Planning Council.

Office

The principal office of the District 6 Planning Council, herein district council, shall be located within the City of St. Paul, County of Ramsey, State of Minnesota, within the boundaries of Planning/Citizen Participation District 6.

Definitions

- A. Ad Hoc Committee means a short-term committee formed to address a specific issue and is comprised of Board and/or non-Board members.
- B. Board or Board of Directors means the elected and appointed members of the council.
- C. Board Chair means the presiding officer of the board described in Article 6, section 3.
- D. Board Member or Director means an elected or appointed representative of the council.
- E. City Council means the elected legislative body of the City of St. Paul.
- F. Committee means a group described in article 8.
- G. Committee Chair means the presiding officer of a committee described in article 8, section 3.
- H. Community Members means District 6 residents, business owners, area employees and organizations.
- I. Council means the organization established in article 1 of this article and includes the Board and committees.
- J. District or District 6 means the geographic area of Saint Paul, Minnesota, described in article 2.
- K. Election meeting means a general membership meeting outlined in article 4, section 5.
- L. General Appointee means one of the three (3) additional members that may be appointed by the Board as provided for in Article 4, section 1.

- M. Internal Committee means personnel.
- N. Precinct means an area described in article 2, section 2.
- O. Replacement Appointee means an appointee designated by the Board to serve until the next election in place of a Board Member whose seat has been left vacant.
- P. Standing Committee means a permanent committee charged with defined responsibilities and is comprised of Board and/or non-Board members.

**ARTICLE 2
Boundaries**

Section 1.

The boundaries of the district council shall be the same as the boundaries of District 6 which shall be defined as follows:

- 35E to the east
- Dale Street to the west
- Burlington RR Tracks to the south
- Larpenteur Avenue to the north

Section 2.

The district shall be divided into four precincts, whose boundaries shall be generally defined as follows:

- Precinct 1:** Maryland Avenue, Rice Street, Burlington Northern RR Tracks, 35E,
- Precinct 2:** Maryland Avenue, Rice Street, Burlington Northern RR Tracks, Dale Street
- Precinct 3** Larpenteur Avenue, Dale Street, Maryland Avenue, Rice Street
- Precinct 4:** Larpenteur Avenue, 35E, Maryland Avenue, Rice Street

**ARTICLE 3
Purpose**

The purpose of this organization shall be to support and encourage community members of District 6 in their ongoing efforts to strengthen and improve the quality of life in the community. To further this goal, the council shall develop, initiate, support and take part in actions to help community members maintain good residential housing, live in a healthful environment with adequate recreational facilities, protect the neighborhood from crime, and to participate in any other activities or issues that promote a healthy community.

To provide an open forum where community members of the district can express their needs and concerns,

To work with community members in developing immediate and long-range plans, programs and projects that respond to these needs. To establish effective communication between citizens, public agencies, and private businesses regarding plans that will impact the quality of life in the district, and to provide citizens with the information they need to make informed choices regarding the future of their community. To inform the community members of the district using all appropriate means of communication, about issues that affect the district.

To set realistic goals for the district projects and programs which may require funds from outside sources, whether public or private, and to work to unite all elements of the district in seeking to obtain such funds.

ARTICLE 4
Board of Directors' Membership

Section 1.

Size: The District Board of Directors shall have 15 elected members. There may also be a maximum of three (3) General Appointees and three (3) Business/Agency Representatives

Section 2.

Distribution of Elected Delegates: Each precinct shall elect 2 members to the District Board and the District as a whole shall elect 7 members to the District Board.

Section 3.

All Board members may remain autonomous and disassociate themselves from any specific decisions of the planning Council and shall be free to take independent action on any issue except as otherwise designated herein or addressed by organization policy.

No Board member shall vote on a project or issue from which they, their relatives or employer derive any financial gain or where they have a conflict of interest as defined by the policies of the organization.

All Board members must comply with the policies of the organization.

Section 4.

Individual District Board members are entitled to participate in any and all community activities; however, District Board members may not speak/write on behalf of the District Board unless authorized to do so.

Section 5.

Elections:

- A) Qualifications of Voters and Candidates:
 - 1. Voters shall be at least 18 years of age.
 - 2. Voters and candidates shall reside, within the boundaries of the district or precinct in which the election is being held.
 - 3. Business/Agency membership shall be limited to three (3) businesses/agencies and be as geographically diverse as possible.
 - 4. Candidates (and General Appointees) shall have attended three meetings within the 12-month period prior to being seated, with the exception of the Annual Meeting/General Election
- B) General Procedures
 - 1. Precinct and District-wide elections shall be held at the annual meeting in April of each year. If deemed necessary, the month of the annual meeting may be changed.
 - 2. The date, time, and place of the elections shall be announced to the community at least two weeks before the election.
 - 3. Eligible incumbent Board members will automatically be listed on the ballot unless they indicate unwillingness to serve. Additional nominations shall be from the floor of the annual meeting.

4. Precincts 1 and 3 shall hold election in odd-numbered years. Precincts 2 and 4 shall hold their elections in even-numbered years. Three members shall be elected district-wide in odd-numbered years and four members shall be elected district-wide in even-numbered years.
5. All unoccupied regular Board seats shall be up for election at the Annual meeting.

Section 6.

Appointments/Replacements

- A) Replacement of Board members shall be made by a majority vote of the District Board in compliance with the published membership guidelines.
- B) The membership guidelines must be accepted by a prospective member for appointment.
- C) Should any member of the executive committee vacate his or her seat prior to the next scheduled board meeting, the remaining executive committee members shall appoint a replacement until the next meeting of the full Board, when an election for the vacant seat shall be held.

Section 7.

Terms of Office:

- A) All elected members shall serve two-year terms of office. Their term of office shall begin following the adjournment of the annual meeting.
- B) All terms for officers shall begin following the meeting at which they are elected. The meeting for the election of officers shall be held in the month following the annual meeting.
- C) A General Appointee serves until the second annual meeting after the appointment is made. At that second annual meeting, the member's re-appointment should be confirmed or not confirmed by the Board.
- D) A Replacement Appointee serves out the term of the member replaced. At that point, the former Replacement Appointee is eligible to run for election, to be appointed as a General Appointee, or to serve again in the capacity of Replacement Appointee.

Section 8.

Resignation:

Any Board Member may resign at any time by delivering a written resignation to a member of the Executive Committee. The resignation shall be effective as of the date of receipt.

Section 9.

Termination:

- A) Any member may be removed by a two-thirds vote of the membership of the District Board.
- B) The position occupied any member with three unexcused absences in any year may be declared vacant
- C) The seat of any director who has declared candidacy for public office will automatically be vacated.

ARTICLE 5

Meetings

Section 1.

Open Meetings: All meetings of the District Board and its committees are open to the public except for any internal committees. Every effort will be made to notify community members of the date, time and place of the meetings.

Section 2.

Regular Meetings: The District Board shall hold at least nine (9) meetings a year. Meeting locations and time shall be announced prior to the meeting.

Section 3.

Special Meetings: Special meetings may be called by the Chairperson or by a majority vote of the District Board. Notice and purpose of such special meetings shall be provided to all members of the District Board.

Section 4.

Quorum: A quorum at any meeting shall consist of fifty-one (51%) percent of the District Board membership.

Section 5.

Action in Writing: Any action which might be taken at a meeting of the Board of Directors or of the Executive Committee or of any other committee may be taken without a meeting if such action is taken in writing and signed by all Directors in office or by all the members of such committee.

Section 6.

Executive Committee Meetings: Executive Committee meetings shall be called by the Chairperson as needed.

Section 7.

Proxies: No vote by proxy shall be recognized at any meeting of the District Board.

Section 8.

Voting: Each Board member will have one vote per issue.

ARTICLE 6

Officers

Section 1.

Elections: All regular elections of officers shall be held. All officers must be Board members.

Section 2.

Each officer shall be elected for a two-year term. Each officer must have been an elected board member for at least one year.

Section 3.

Duties of Officers:

- A) Chairperson
 1. Shall preside at all meetings of the District Board.
 2. Shall have general responsibility for conducting the affairs of the District Council
 3. Shall have general responsibility for the implementation of all resolutions passed by the District Board;
 4. Shall designate committees and appoint chairpersons, with the approval of the District Board; and
 5. Shall have the privilege of attending all committee (task force) meetings as ex-officio member.
 6. Shall make sure that all necessary reports are filed in a timely manner.
- B) Vice Chairperson
 1. Shall perform the duties of the Chairperson in his or her absence, inability or refusal to act; and
 2. Shall assist the Chairperson in conducting the business of the District Board as requested.
- C) Secretary
 1. Shall be responsible for keeping accurate records of all proceedings of meetings of the District Board;
 2. Shall assure that all reports submitted by all committees are maintained in the District Board office.
- D) Treasurer
 1. Shall keep track of any monies; with the assistance of the Executive Director; obtained for conducting the District Council business;
 2. Shall maintain records of the disbursement of monies as needed at the discretion of the District Board;
 3. Shall make monthly reports of the fiscal matters of the District Board; and
 4. Shall be responsible for the safekeeping and filing of all original documents in the District Board office upon completion of financial transactions.

Section 4.

Removal from Office: Any officer may be removed from office by a two-thirds vote of the membership of the District Board.

Section 5.

Composition: The Executive Committee shall be composed of four elected officers

Section 6.

Quorum: A quorum of the Executive Committee shall be at least three-fourths of the Executive Committee membership.

Section 7.

Duties: It shall be the duty of the Executive Committee to provide for the general management and direction of the District Council with the approval of the District Board membership.

Section 8.

A summary of all Executive Committee meetings shall be presented at the next regular meeting of the District Board.

Section 10.

Transmittal of Records: Upon termination of office, all records will be transmitted to the District 6 Office.

**ARTICLE 7
Committees**

Section 1.

Establishment of Committees: The District Board may form or dissolve both standing and ad hoc committees as deemed necessary to facilitate and further the intent of the organization.

Section 2.

Membership: Any Community Member with an interest in the concerns of District 6 may be appointed as a member of any committee of the District Board except the internal Committees.

Section 3.

Duties:

- A) Committees shall be advisory to the District Board unless otherwise directed by the District Board.
- B) Committees shall provide reports of their progress to the District Board upon request of the Chairperson and upon discharge of the Committee.

Meetings:

- A) All committee meetings shall be open to the public except the internal Committee;
- B) Whenever possible, committee meetings shall be announced to the community in advance of the meeting.

Section 4.

The Personnel Committee shall consist of no more than three (3) members with a minimum of one from the District 6 Executive Committee.

**Article 8
Land Use Task Force**

The Land Use Task Force is an autonomous body, the actions of which are independent of the Board of Directors. The mission of the Land Use Task Force is to provide a forum to address land use issues in District 6, including but not limited to zoning changes, site plans, development, and licensing, and to seek input from community members regarding potential conflicts or problems related to these issues. Based on community response, Land Use Task Force members vote to recommend or deny permission for the proposed usage. Results of such votes are presented to the St. Paul City Council to aid in the Council’s decision-making.

Membership

Land Use Task Force members need not be members of the District 6 Board. Land Use members must live within the District Council boundaries with the exception of an appointee one of the seated officers

(Chair, Vice Chair, or Secretary) of the Land Use Task Force should be a member of the District 6 Board of Directors. Community members interested in serving on the Land Use Task Force must first obtain an application from the District 6 Executive Director. After attending three (3) consecutive meetings, applicants will be eligible for election to the Land Use Task Force. This procedure shall be announced to the audience at the beginning of each meeting of the Land Use Task Force.

Community Notification

The Land Use Task Force meets regularly on the fourth Tuesday of each month, for a minimum of 10 months out of each year, additional meetings may be called if necessary. To ensure maximum opportunities for the community input, notification of meetings shall be published to the website and fliers regarding specific land use issues could be distributed to residences and businesses in the areas affected.

**ARTICLE 9
Parliamentary Authority**

The District Board shall be governed by the rules contained in the most current Robert’s Rules of Order except where otherwise stated in these by-laws.

**ARTICLE 10
Amendments**

The by-laws may be amended at any regular meeting by a two-thirds vote, only if amendments have been brought before the last regular meeting and all have been duly notified in writing of the proposed by-law changes.

**Article 11
Suspension Clause**

Any provision of these by-laws other than those contained in Article 4, Section 3 and Section 4 and Article 5 Section 1, Section 7 and Section 8 may be suspended in connection with the consideration of a matter before the Board of Director’s by a vote of two thirds

**ARTICLE 12
Equal Opportunity**

The District Board shall be strictly non-sectarian and non-partisan, and there shall be no discrimination because of ethnicity, religion, marital status, disability, country of origin, gender, age, income level, level of education, or sexual/affectional orientation.

**ARTICLE 13
Dissolution Clause**

- A) In order to dissolve the District 6 Planning Council, a recommendation must be made by the Executive Board and approved by three-fourths of the Board.
- B) Upon the dissolution of the District Council, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the organization, dispose of all assets of the

District Council exclusively for the purposes of the District Council in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the District Council is then located, exclusively for such purposes of such organization or organizations, as such court shall determine which are organized and operated exclusively for such purposes.

Passed and Adopted as Amended:

Witness our Hands:

Chairperson
District 6 Planning Council

Date

Secretary
District 6 Planning Council

Date

We the undersigned, being all the members of the Executive Board of the District 6 Planning Council, do hereby certify that the foregoing by-laws were adopted at a regular meeting of the District Council.

Chairperson

Vice Chairperson

Secretary

Treasurer

Adopted December 1, 2003
Revised and Adopted November 1, 2004
Revised and Adopted September 11, 2006
Revised and Adopted May 2, 2010
Revised and Adopted March 22, 2012
Revised and Adopted February 4, 2013