# AGENDA

**Inter-Neighborhood Council Organization (INCO)**
**GENERAL MEMBERSHIP**
**REGULAR MEETING**
**Wednesday, November 2, 2016**
305 West Third Street
Oxnard, CA 93030
7:00 P.M.

"Written materials relating to an item on this agenda that are distributed to the Inter-Neighborhood Council Organization (INCO) within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at 300 West Third Street, 4th Floor, during customary business hours."

**A. ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. APPROVAL OF MINUTES** Minutes of October 5, 2016.

**D. PUBLIC COMMENTS** (15 minutes/3 minutes per person)
*At this time, a person may address the INCO on matters within the subject matter jurisdiction of the Executive Board. The INCO cannot enter into a detailed discussion or take any action on any items presented during public comments at this time. Such items may only be referred to the Executive Secretary for administrative action or scheduled on a subsequent agenda for discussion. Public comments on items on the agenda will be considered at the time of consideration of the agenda item.*

**E. NEW BUSINESS**

1. **Discussion regarding the possible changes needed to be made to the Neighborhood Bylaws in order to eliminate printed flyers.** (Potential Revisions Attached)

2. **Election of 2016 INCF Executive Board Members**
   a) INCF Nominating Committee Report
   b) Nominations from the floor
   c) Candidate Statements
   d) Election of Officers.

**F. NEIGHBORHOOD CHAIR REPORTS**

**G. EXECUTIVE BOARD REPORTS**

**H. FUTURE AGENDA ITEMS**

**I. ADJOURNMENT**

**Note: City of Oxnard Website** – The Inter-Neighborhood Council Organization agenda is available on the City of Oxnard Website (www.ci.oxnard.ca.us) 72 hours prior to a regular meeting and 24 hours prior to a special meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact Michael Cabezas at (805) 385-8391. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

# MINUTES

**Inter-Neighborhood Council Forum (INCO)**
**GENERAL MEMBERSHIP MEETING**
**Wednesday, October 5, 2016**
305 West Third Street
Oxnard, CA 93030
**7:00 p.m.**

**A. ROLL CALL / POSTING OF AGENDA** Quorum

**B. PLEDGE OF ALLEGIANCE**

**C. APPROVAL OF MINUTES Minutes of July 6, 2016.**
*Aaron Greer made a motion to approve the minutes of August 3, 2016 and September 7, 2016 as amended. Jackie Tedeschi seconded. The motion passed.*

**D. GUEST SPEAKER**
**1. Presentation on new features for the INCO webpage. (R. Voll Voll D.Gbenekama)** Rhea Voll and Delana Gbenekama presented and demonstrated the web map viewer featuring the neighborhoods of the INCO. The viewer can help people identify their neighborhood, learn about their Neighborhood Council and acquire information posted about, or by, their council. They are also working on an archive feature for the INCO webpage so that past flyers and information will be available on demand. A Q&A session followed.
**2. Update on Utility Rates and Services. (J. Duncan)** Jay Duncan thanked the INCO for the many opportunities they have afforded him to talk about utility services. Oxnard is the only full service city in the county. There are four facilities that respond to customer needs: The Advanced Water Purification Facility, Wastewater Treatment, Water and Environmental Resources. Tours of the facilities will be available to the public for the remainder of the calendar year. Mr. Duncan went over the current cost of water and wastewater service and discussed some of the challenges faced by the utilities. Mr. Duncan noted that money collected for a utility could only be used for that utility and he explained the consequences of not raising rates. A Q&A session followed.

**E. PUBLIC COMMENTS** No public comments were taken.

**F. NEW BUSINESS**
**1. Executive Board Candidate Nominating Committee report on candidate nominations.** Len Shulman went over some guidelines for those wishing to be on the INCO Executive Board. He listed the current candidates and noted that he would not be running due to health concerns.

**G. NEIGHBORHOOD CHAIR REPORTS**
**Tara Eisenhauer, River Park:** Candidate Forum on October 19 at 7:00 p.m. at Rio Vista Middle School. There are 21 confirmed candidates from the City and the School Board.
**Herb Smith, Sierra Linda:** Thanked Treasurer candidates for participating in forum. Neighborhood picnic – Oct 9 – Sierra Linda Park. Great need for election volunteers especially bilingual. He can help anyone interested in participating.
**Patricia Tom, Hobson Park West:** August 27 had successful cleanup. Thanked City Corps and Environmental Resources. Trying to arrange another cleanup for the Hull / Isleton area of the neighborhood. They are working on a parking permit issue that is affecting Rancho Pacifico.
**Dale Dean, Cabrillo:** Had final meeting of the year – Election of officers – candidate forum with 10 candidates and Police and Fire were on hand to answer questions.

**Aaron Greer, Windsor North:** Will hold elections on November 10. Has used the 311 app in his neighborhood and it has worked well. The council voted to donate $250 to City Corps for their help with the cleanup.
**Jackie Tedeschi, Southbank:** Cleanup on Sep 24 – thanked all volunteers who made it happen. Thanked Environmental Resources and gave City Corps a $100 check for their help.
**City Corp Leadership** thanked the INCO for their support.
**Delana Gbenekama** The City of Oxnard received a Helen Putnam award from the League of California Cities for the partnership between City Corps and the City's Public Works Department.
**Len Shulman, Carriage Square:** October 11 is election meeting – Parks Commissioners, Police and Fire will also be in attendance. October 15 is cleanup.

**H. EXECUTIVE BOARD REPORTS**

**Jack Villa** Thanked Jackie Tedeschi and Len Shulman for being at the MultiCultural Festival with him representing the INCO. Someone from El Rio West expressed interest in starting up their neighborhood. The Communications committee is also planning to visit College Estates and Bartolo Square South.
**Jackie Tedeschi** Encouraged everyone in South Bank to join NextDoor.com
**Len Shulman** Reminded everyone about the INCO candidates debates.

**J. FUTURE AGENDA ITEMS**

November – Election Meeting
December – Goodbye for the year, inauguration of new officers and small party.

**K. ADJOURNMENT**

*Chairman Shulman adjourned the meeting.*

# NEIGHBORHOOD COUNCIL BYLAWS

## ARTICLE I
## PURPOSES OF THE PROGRAM

**A.** The City Council of the City of Oxnard (the City) established the Neighborhood Council Program (the Program) and approved these Bylaws for adoption by each of the Neighborhood Councils that participate in the Program.

**B.** The purposes of the Program are to:

1. Encourage neighborhood residents to take action to improve their neighborhoods.
2. Foster cooperation and goodwill within neighborhoods.
3. Promote greater understanding of the needs and expectations of the City's neighborhoods and of the City's responsibilities.
4. Provide a structure for advocacy of neighborhoods' interests.
5. Facilitate communication within neighborhoods and between neighborhoods and the City.
6. Allow neighborhoods to participate in City decisions affecting neighborhoods.
7. Help the City identify neighborhood problems and needs; and to provide a process for neighborhoods and the City to respond to such problems and needs.
8. Provide a mechanism to facilitate two-way communication between residents and City government.
9. Encourage residents and property owners to undertake action programs to improve the physical and social environment of their neighborhoods.
10. Serve as an advocate of the interests of a neighborhood before any agency, public or private, or before any group or individual requesting the view of that neighborhood.

**C.** All neighborhood council meetings shall be for the purpose of conducting the business of the neighborhood. Examples of neighborhood business are election meetings, general meetings and neighborhood clean-up events.

## ARTICLE II
## CITY INFORMATION AND SUPPORT OF NEIGHBORHOOD COUNCILS

**A.** Each Neighborhood Council adopting these Bylaws acknowledges that the City Council defines neighborhoods for purposes of the Program. The City Council may define neighborhoods, as they are identified in the City's 2030 General Plan or otherwise.

**B.** A neighborhood, as defined by the City Council for purposes of the Program, may form a Neighborhood Council and participate in the Program and in the Inter-Neighborhood Council Organization (INCO) if the City Council certifies that within one hundred and twenty (120)days before such certification at least

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eleven (11) persons eighteen (18) years of age or older who reside in the neighborhood, attended the formation meeting, that a majority of those persons approved these Bylaws, and that an Interim Executive Board of at least three (3) persons has been selected for the proposed Neighborhood Council.

**C.** The persons constituting the Interim Executive Board shall meet the qualifications for Executive Board members set out in these Bylaws. Such persons may volunteer or, on request of any person present at the meeting at which the Interim Executive Board is selected, shall be selected by written ballot. Within one year after City Council certification, the Neighborhood Council shall conduct a regular election of Executive Board members as set out in these Bylaws.

## ARTICLE III
## POWERS OF NEIGHBORHOOD COUNCILS

**A.** A Neighborhood Council may only conduct official business at General Membership meetings and Executive Board meetings called and conducted in accordance with these Bylaws.

**B.** A Neighborhood Council may address the needs of the neighborhood by any lawful means.

**C.** A Neighborhood Council may raise funds to support its activities.

**D.** A Neighborhood Council may initiate direct action programs, working alone, or in cooperation with private or public agencies, to respond to the needs of that neighborhood.

**E.** A Neighborhood Council may submit recommendations to the City Council and City staff concerning matters of interest to the neighborhood.

1. Recommendations adopted by majority vote of the General Membership shall be submitted in writing or presented verbally by the Chair or another member of the Executive Board designated by the Chair.

2. Recommendations submitted in writing to City staff shall be directed to City staff assigned to the Program with a copy to the City Manager.

3. Recommendations submitted in writing to other agencies shall include submitting a copy of each recommendation to City staff assigned to the Program.

4. Recommendations of the Executive Board, which require transmittal to the City before a General Membership meeting is held, may be submitted as provided in subsection E (1) of this article, accompanied by the written or verbal statement that such recommendations were approved by the Executive Board, but have not been acted on by the General Membership.

5. Any person who submits a recommendation to the City or another organization/person without the approval of the Executive Board or General Membership shall state that the recommendation is made on behalf of that individual, and not on behalf of the Neighborhood Council.

6. Any written submission required by this Article may also be accomplished via electronic mail.

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**ARTICLE IV**
**ORGANIZATION OF NEIGHBORHOOD COUNCILS**

**A. General Membership**

1. For purposes of determining the vote of the General Membership, the General Membership consists of all persons eighteen (18) years of age or older who reside in the neighborhood and who are present at the General Membership meeting when the vote is taken.

2. Only a general member who is present at a General Membership meeting may vote at the meeting.

3. Membership in a neighborhood council shall be open to all residents located within the boundaries of that neighborhood council, as defined by The City of Oxnard. Only those who reside in a neighborhood are eligible for election to a neighborhood council executive board. Business owners and property owners that do not actually reside in a neighborhood cannot be elected to a neighborhood council executive board, nor can they vote at neighborhood council meetings.

**B. Executive Board**

1. The Executive Board consists of the positions of Chair, Vice-Chair, Secretary and/or Treasurer, and may include from one to three Members-at-Large. As so constituted, the Executive Board shall consist of at least three (3), but not more than seven (7) members.

2. Each member of the Executive Board shall reside in the neighborhood.

3. No member of the Executive Board may hold an elected office with any public agency.

4. Each member of the Executive Board who is present at a meeting of the General Membership or the Executive Board may vote.

**C. Election of Executive Board**

1. Each year City staff assigned to the Program shall prepare ~~a written~~ notice for each Neighborhood Council announcing that neighborhood's annual election. Such neighborhood shall advise City staff of the date, time and location of the meeting.

**2.** At least three (3) days, but not more than thirty (30) working days, before the annual election meeting, such notice will be ~~distributed, as determined by the current Executive Board, by leaving a copy of the notice at each residence in~~disseminated to the neighborhood.

3. Failure of any person to receive notice shall not be grounds to cancel the annual election meeting or invalidate any vote taken at such meeting.

4. At the annual election meeting, general members and Executive Board members may nominate persons for a specific office who are eligible to hold such office and who are present at the meeting or who have notified an Executive Board member they will accept nomination. Executive Board members shall be elected by majority vote of those eligible to vote.

5. The current Neighborhood Council Secretary shall prepare and submit to City staff assigned to the Program the minutes of the annual election meeting, which shall include election results and the meeting sign-in sheet. If the election of the Executive Board is not completed at the annual election

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meeting, the Neighborhood Council shall hold such additional General Membership meetings as are necessary to complete the election, within sixty (60) working days of the date of the failed annual election meeting. The new Executive Board shall take office when a quorum has been met.

6. The Secretary, or the Treasurer if no Secretary was elected, shall make a list of each person attending the annual election meeting who is eligible to vote. At the discretion of the general members present, votes may be taken by group voice vote, individual voice vote or written ballot. Absentee or proxy voting shall not be permitted.

7. The name, address, telephone number, e-mail address and position of those elected must be submitted to the INCO Executive Secretary within ten (10) working days after the election. A copy of the sign-in sheet from the annual election meeting shall be included.

8. All ~~correspondence for distribution~~communication to neighborhood residents purporting to be from the neighborhood council under the auspice of Neighborhood Council business shall be approved by Neighborhood Services staff and/or the INCO Executive Board prior to being distributed.

**D. Term of Office**

Each member of the Executive Board shall serve until a new Executive Board takes office, as provided in Article V, Section B. The term shall be for one year, or until a successor is elected as provided in Article V, Section B. An Executive Board member elected to fill a position that was vacated after the annual election meeting shall serve the remainder of the term.

**E. Duties**

1. The duties of the Chair are to**:**

   a. Preside over all regular and special meetings of the General Membership and of the Executive Board.

   b. Appoint all committees with the approval of a majority of the Executive Board.

   c. Dissolve any committee with the approval of a majority of the Executive Board.

   d. Be an ex-officio member of all standing committees.

   e. Respond to questions concerning procedures and business of the Neighborhood Council.

   f. Perform other acts not in conflict with these Bylaws.

   g. Attend INCO General Membership meetings as a voting member.

2. The duties of the Vice Chair are to:

   a. Perform the duties of the Chair in his or her absence.

   b. Promote participation in the Neighborhood Council.

3. The duties of the Secretary are to:

   a. Prepare and distribute an agenda for each meeting of the General Membership and of the Executive Board.

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b. Keep minutes of all meetings of the General Membership and of the Executive Board, including whether a quorum is present and if so, the names of the persons constituting the quorum.

c. Record motions made and whether the motions passed or failed.

d. Note in the minutes any action taken on items on or not on the agenda.

e. Carry on the official correspondence of the Neighborhood Council, and to note in the minutes any correspondence received.

f. Sign all minutes after approval by the General Membership or the Executive Board.

g. Perform the duties of the Treasurer, if none is elected.

4. The duties of the Treasurer are to:

a. Account for and secure any funds.

b. Spend such funds only as authorized by majority vote of the General Membership or the Executive Board.

c. Prepare and present a statement of the finances to the Executive Board or to the General Membership at each meeting.

d. Perform the duties of the Secretary if none is elected.

5. The duties of Members-at-large are to undertake special projects as directed by the Executive Board.

6. The duties of the Executive Board are to:

a. Plan and direct the work of the Neighborhood Council.

b. Represent the Neighborhood Council before any group or individual, subject to the direction and review of the General Membership.

7. Neighborhood Council chairs and board members must promote unbiased good will and cooperation in their respective neighborhood. Board members shall not use their positions to promote or further their personal agendas.

**F. Committees**

1. The Chair, with the approval of a majority of the Executive Board, may appoint standing or ad hoc committees to consider matters likely to be of interest to the Neighborhood Council.

2. Committees shall present their findings and recommendations to the General Membership and/or the Executive Board at each meeting.

3. No committee or member thereof shall purport to represent the Neighborhood Council or present any findings or recommendations of the committee to any entity, except as directed by the General Membership.

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4. The majority of the committee shall decide whether meetings of standing or ad hoc committees shall be open to the public.

5. At the annual election meeting, all committees whether standing or ad hoc, are deemed dissolved.

## ARTICLE V
## GENERAL MEMBERSHIP MEETINGS

**A.** A Neighborhood Council shall hold at least two (2) General Membership meetings each calendar year; including one meeting designated as the annual election meeting.

**B.** Each January, City staff assigned to the Program shall prepare and ~~distribute~~ disseminate to each Neighborhood Council a schedule of dates for the annual election meeting of each Neighborhood Council. At the annual election meeting, the Neighborhood Council shall elect a new Executive Board, which shall take office at the end of the meeting; the current Executive Board shall report on its year's activities; and the current Treasurer shall prepare a Treasurer's report.

**C.** Notices of the meetings shall be ~~distributed throughout~~disseminated to the neighborhood ~~by leaving a copy of the notice at each residence~~. Failure of any person to receive notice shall not be grounds to cancel the meetings or invalidate any vote taken at the meetings. At such meetings, in addition to any other business, the General Members by majority vote may fill vacancies in Executive Board positions.

**D.** On written request submitted to the Chair and signed by at least eleven (11) General Members or Executive Board members of the Neighborhood Council, the Chair shall call and give notice of a General Membership meeting and hold such meeting within thirty (30) calendar days of receipt of such written request.

**E.** A quorum for a General Membership meeting shall be eleven (11) members of the Neighborhood Council.

**F.** The General Membership may by majority vote place an item on the agenda of a General Membership meeting.

**G.** To ensure that a quorum of a neighborhood council is present at a neighborhood council meeting, a sign-in sheet will be provided to attendees and submitted to the executive secretary of Neighborhood Services within 30 days of said meeting. Sign in sheets shall include the names, addresses and phone numbers of all attendees. Persons that refuse to sign in will not be counted as having attended the meeting.

## ARTICLE VI
## EXECUTIVE BOARD MEETINGS

**A.** Meetings of the Executive Board shall be scheduled at the request of the Chair or of a majority of the Executive Board. Failure of any Executive Board member to receive notice shall not be grounds to cancel the meeting or invalidate any vote taken at the meeting.

**B.** A quorum for an Executive Board meeting shall be a majority of the Executive Board members.

**C.** All Executive Board meetings shall be open to all residents of that neighborhood.

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**D.** Any three (3) General Members of the neighborhood may submit a written request for a meeting with the Executive Board of the neighborhood.

## ARTICLE VII
## RULES OF PROCEDURE

**A. Open Meetings**

All meetings of the General Membership shall be open to the public. No such meeting is subject to Government Code section 54950 et seq. (the Ralph M. Brown Act).

**B. Records Available for Inspection**

All minutes of General Membership and Executive Board meetings and all financial records of the Neighborhood Council shall be made available for inspection within seven (7) working days after receipt of a written request from any General Member of the neighborhood.

**C. Orderly Conduct at Meetings**

Persons attending General Membership meetings and Executive Board meetings shall not disrupt the orderly conduct of the meetings. The Chair shall direct persons to refrain from disrupting, delaying, preventing or disturbing the meeting and from addressing anyone other than the Chair. By majority vote of the General Membership present at a General Membership meeting or the Executive Board present at an Executive Board meeting, persons failing to comply with such direction shall be required to leave the meeting.

**D. Removal of Executive Board Members**

1. Any General member may submit a petition signed by twenty five (25) General Members of that neighborhood to the Secretary, or the Secretary/Treasurer, directing the Secretary or Secretary Treasurer to place on the agenda of a General Membership meeting the issue of a recall of a member of the Executive Board. In such event the General Membership meeting must be held within sixty (60) calendar days of the date the Secretary or Secretary/Treasurer receives the petition.

2. At the General Membership meeting held pursuant to Section 1 above, a motion may be made for recall of any member of the Executive Board. If a majority votes in favor of the request, the recall shall be placed on an agenda within sixty (60) calendar days.

3. At the meeting, proponents of the recall may address the General Membership concerning the reasons to vote for the recall. Opponents of the recall may then address the General Membership concerning the reasons not to vote for the recall. The Chair shall allow each person no more than five minutes to address the issue of recall. Rebuttals shall be allowed by majority vote of the General Membership.

4. A vote shall then be taken. The Board Member subject to the recall shall not be entitled to vote. If a two third (2/3) majority of those present vote for recall, such Executive Board member(s) shall be deemed recalled. If a quorum is not present at the scheduled meeting, the matter shall be continued as necessary until it is heard at a duly noticed meeting with a quorum present.

5. The vacated position shall be filled by majority vote of the General Membership at the recall election meeting. The recalled person(s) may not be elected to that position for one (1) year.

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**E. Interpretation of Bylaws**

1. The Chair, directed by majority vote of the General Membership, shall make a written request of the INCO to interpret any portion of these Bylaws that is unclear or ambiguous. The request shall identify the portion in question, and describe the different interpretations.

2. The General Membership may, by majority vote, appeal the interpretation of the INCO to the City Council. The appeal shall be in writing, directed to the City Clerk, and shall state the reason for the General Membership's disagreement with the interpretation of the INCO. Copies of the request from the Neighborhood Council to the INCO and the INCO's response shall be attached to the appeal.

**F. Amendment of Bylaws**

1. By majority vote of the General Membership, a Neighborhood Council may request that the INCO recommend the City Council amend these Bylaws. The request shall be in writing, directed to the INCO Executive Secretary, and shall identify the portion of the Bylaws to be amended, describe the reason for the amendment, and attach the proposed wording of the amendment.

2. The INCO Executive Secretary shall place the amendment request on the agenda of an INCO General Membership meeting to be held within sixty (60) calendar days of the date received.

3. If a majority of the INCO General Membership votes in favor of the request, the INCO Executive Secretary shall forward the request to the City Council with a letter stating that a majority of the INCO General Membership recommends the City Council grant the request.

4. The City Council shall decide to approve or disapprove the amended Bylaws.

**G. Adoption of Additional Policies and Procedures**

These Bylaws are intended only to provide a structure for the Program, not to provide detailed rules of procedure for the conduct of meetings or other business of Neighborhood Councils. Neighborhood councils are authorized and encouraged to adopt, by majority vote of the General Members, additional written policies and procedures that are consistent with these Bylaws. The General Membership by majority vote may interpret and amend policies and procedures so adopted.

## ARTICLE VIII
## INTER-NEIGHBORHOOD COUNCIL ORGANIZATION

**A.** All Neighborhood Councils are encouraged to seek assistance from the INCO and to attend and participate in INCO meetings.

**B.** The General Members of the INCO are the Chairs of all the Neighborhood Councils or their designees, as set out in the INCO Bylaws. Each General Member may vote at INCO meetings, as set out in the INCO Bylaws.

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**ARTICLE IX**
**CITY SUPPORT**

**A.** Consistent with the stated purposes of the Program and recognizing the special insight, which its participants can provide, the City Council agrees to solicit and consider carefully information and recommendations from each Neighborhood Council regarding matters affecting the neighborhood.

**B.** Staff members of City departments will furnish information and assistance to the Program upon written request of any Neighborhood Council within ten (10) working days.

**C.** City staff will provide, supporting staff services, including, but not limited to, staff services and advice as may be required to establish and maintain an active meaningful Program.

**D.** In adopting the City's annual operating budget in future years, the City Council shall appropriate funds to the Program sufficient to meet reasonable expenses for ~~paper, duplicating and postage~~neighborhood communication.

**ARTICLE X**
**DEEMING NEIGHBORHOOD COUNCIL INACTIVE**

**A.** The Executive Board of the INCO shall deem a Neighborhood Council to be inactive after finding either that such Neighborhood Council's annual election was not conducted and completed in accordance with these Bylaws or that such Neighborhood Council did not conduct at least two (2) General Membership meetings in a calendar year.

**B.** An inactive Neighborhood Council may not participate in the Program or receive funding or staff support from the City.

**C.** The Chair of an inactive Neighborhood Council is not a member of the INCO.

**D.** Persons who reside in or own property in a neighborhood with an inactive Neighborhood Council are welcome and encouraged to attend INCO General Membership meetings, but shall not vote at the meetings.

**E.** Persons who reside in or own property in a neighborhood with an inactive Neighborhood Council are encouraged to bring to the INCO any matters they would like to be addressed concerning their neighborhood.

**F.** City staff assigned to the Program shall be custodian of all funds for an inactive Neighborhood Council until reactivated.

**G.** An inactive Neighborhood Council may be reactivated and restored to participation in the Program by the procedure set out in Article II, Section B of these Bylaws.

- End -

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