

Lafayette Park Neighborhood Association  
Tallahassee, Florida

Bylaws

Adopted December 1996

Article I  
**Membership**

**Section 1.** The **Lafayette Park Neighborhood Association (LPNA)** shall have three types of membership:

a. **Full membership** with voting rights for residents or property owners who are at least eighteen (18) years old, who live in the neighborhood as defined in the *Articles of Incorporation* and who have paid at least \$5.00 per household in annual dues.

b. **Associate membership** without voting rights for anyone who has paid at least \$1.00 in annual dues to the **LPNA**.

c. **Life Membership** with voting rights for any resident or property owner who pays a fee of One Hundred Dollars (\$100) to the **LPNA**.

**Section 2.** The **LPNA** shall encourage the collection of annual dues from members during the first quarter of each year. However, potential members may join at any time.

**Section 3.** Each adult who is at least eighteen (18) years old living in a Full Membership household shall be entitled to one vote at any regular or special meeting of the **LPNA**.

Article II  
**Basic Policies**

**Section 1.** The **LPNA** may take action on local government and community issues and policies in accordance with the purposes of the **LPNA** as defined in the *Articles of Incorporation*.

**Section 2.** No person shall use the name of the **LPNA** or represent the **LPNA** in any capacity or for any reason without the specific authorization of the Board of Directors.

**Section 3.** No member of the **LPNA** shall be identified as such for the purpose of personal gain.

Article III  
**Duties and Election of Officers**

**Section 1. Duties**

a. The **President** shall preside at all meetings of the **LPNA** and of the Board of Directors; shall perform such other duties as prescribed in the Bylaws or assigned by the **LPNA** or by the Board of Directors; and shall coordinate the work of the Board and committees of the **LPNA** in accordance with stated purposes.

b. The **Vice-President** shall assist the President; shall perform the duties of the President in the absence of that officer; and shall perform such other duties as may be prescribed in the Bylaws or assigned by the **LPNA** or by the Board of Directors.

c. The **Secretary** shall record the minutes of all meetings of the **LPNA** and of the Board of Directors; shall distribute copies of minutes of Board and committee meetings as directed by the President; shall preserve and maintain the **LPNA's** permanent records; and shall perform such other duties as may be delegated by the **LPNA** or the Board of Directors.

d. The **Treasurer** shall have custody of all **LPNA** funds keeping a full and accurate account of receipts and expenditures approved by the **LPNA** Board of Directors; shall present a financial statement at every **LPNA** board meeting; and shall make a full report at the annual membership meeting. The Treasurer's annual report must be examined by three **LPNA** members appointed by the Board who, if satisfied that the report is correct, shall sign a statement at the end of the report attesting to that fact.

**Section 2.** Election of Officers

a. Unless otherwise ordered by the Board of Directors, the regular annual meeting of the **LPNA** shall be held during the fourth quarter of each calendar year.

b. The election of officers shall be by ballot. However, if there is but one nominee for any office, the Secretary may be instructed to cast the elective ballot for that nominee.

c. The President shall appoint a nominating committee composed of five (5) members of the **LPNA**. The committee Chair must be a member of the **LPNA** Board of Directors.

d. The nominating committee shall name at least one eligible and consenting person for each office to be filled. Nominations may be sent to this committee by any voting member. The nominating committee shall report its nominees to the general membership prior to the annual meeting at which time additional nominations may be made from the floor.

e. The nominee receiving the largest number of votes shall be declared the winner. Absentee or proxy voting shall not be permitted.

f. A vacancy on the Board of Directors shall be filled by an **LPNA** member appointed by the Board of Directors who will serve until the next general meeting.

**Article IV**  
**Board of Directors**

**Section 1.** The voting members of the Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer and no more than eleven additional Directors elected at large. The Board total may be less than fifteen as long as there is an odd number. The immediate past President may serve as a non-voting member of the Board for one year.

**Section 2.** All members of the **LPNA** Board of Directors are elected for a two-year term. Elections shall be such that approximately half of the members rotates off the board during each calendar year in order to maintain continuity.

**Section 3.** The **LPNA** Board of Directors shall elect officers annually.

**Section 4.** The Board of Directors shall assume responsibility for the affairs of the **LPNA**. All binding contracts and other documents shall be signed by at least five directors.

**Section 5.** Meetings

- a. The Board of Directors shall meet at least once a quarter with prior notice.
- b. Special Board meetings may be called by the President, by three Board members, or by a majority vote of the Board Members present. Prior notice shall be given to the entire **LPNA** membership.
- c. One-half plus one of the number of Board members shall constitute a quorum.
- d. All Board meetings shall be open to the general membership. Notice of each meeting shall be given to the general membership.
- e. Attendance of each Board Member is expected to be at least once a quarter unless notice is given. Failure to attend this minimum number indicates a desire to be removed from the Board.

**Section 6.** Board members may be removed by a two-thirds (2/3) vote at a regularly scheduled **LPNA** Board meeting.

**Article V**  
**Committees**

**Section 1.** The Board of Directors may create such standing, special and advisory committees as necessary to promote the purposes of the **LPNA**.

- a. Committee members shall be appointed by the **LPNA** President with the approval of the Board of Directors.
- b. The Board of Directors may be directed to appoint committees by the majority of members attending a general membership meeting.

**Section 2.** Committee Chairs shall present a plan of work to the Board of Directors for approval before any work is done.

- a. Standing committees must consist of at least three (3) members and should meet at least once per quarter. Proper notice shall be given to each committee member.
- b. Whenever possible, the time and date of the committee meetings shall be given to the general membership.
- c. All standing committees shall report their activities at each Board and general meeting. Minutes of all committee meetings will be given to the Secretary for the **LPNA's** permanent records.

**Section 3.** A Special Committee shall meet as many times as necessary to fulfill the purpose for which it was created and shall report to the Board of Directors and the general membership as necessary.

**Article VI**  
**General Membership Meetings**

**Section 1.** One general meeting shall be held each calendar year with prior notice given to all **LPNA** members.

a. Additional general meetings may be called by a majority of the Board of Directors, or by two-thirds of the members present at any general meeting. Prior notice shall be given to all members.

b. A quorum at any general meeting shall be 20 registered members as recorded by the Treasurer.

**Article VII**  
**Parliamentary Authority**

**Section 1.** The rules contained in *Roberts Rules of Order, Revised*, shall govern the **LPNA** in all cases to which they are applicable, and in which they are consistent with these Bylaws.

**Article VIII**  
**Amendments**

**Section 1.** The Bylaws may be amended as provided in the *Articles of Incorporation*..