



Roseville Coalition of Neighborhood Associations

1911 Douglas Blvd., Suite 85-370, Roseville, CA 95661 916-248-4878 www.rcona.org

General Board Meeting Agenda

7:00 PM Thursday, March 18, 2021

Zoom Teleconference, <http://meeting.rcona.org>

Meeting ID: 918 5791 3161 - Passcode:541139

7:00	Call to Order / Approval of Minutes	Kevin Lachance
7:01	Open for Public Comment - For items NOT ON agenda	
7:05	Treasurer's Report	Melinda Surmani
7:10	Vote to Amend the Budget	Kevin Lachance
7:15	Scholarship Committee Report	Steve Parker
7:20	Communications and Public Relations Committee report	Ellen Debach-Riley
7:30	Neighborhood Spotlight -- Sierra Vista	Ellen Debach-Riley
7:50	Round Table -- City - Police - Fire - NAs	
8:20	Police Captain Jeff Cool and Weekend Patrol	
8:25	Final Comments	Kevin Lachance
8:30	Adjourn	

Dates to Remember

Thu. April 8 RCONA Eboard Meeting – Zoom <http://meeting.rcona.org/> – 7 pm

Thu. April 15 RCONA General Meeting – Zoom <http://meeting.rcona.org/> – 7 pm



Roseville Coalition of Neighborhood Associations

2021 STANDING COMMITTEES SIGN-UP

BYLAWS	ACTIVITIES	FUNDRAISING	NA ORG	PUB AFFAIRS/COMMUN.
Jim Kidd		Steve Parker - chair SCHOLARSHIP Steve Parker - chair Lori Ennis	Jim Kidd- chair Sue Cook NA SUPPORT Bob V. - chair	Ellen Riley - Chair Ann Newberry Kaye Swain Ben Bartholomew Scott Alvord

ROSEVILLE COALITION OF NEIGHBORHOOD ASSOCIATIONS

2021 Budget - Draft 3

Category	Item	2019/2020 Actual	2021 Proposed
INCOME (*Estimated General Account)			
43410	Sponsorships & Gen. Fundraising	7,350	4,000
43415	Fireworks Funds	5,036/10,898	9,000
43460	Govt.--Cit.Ben.Fun d grant/Discret.Fund s	1,500	1,500
43465	Non-Government grants		
46430	Neigh. Watch signs. & KKAD 25		
46400	Amazon Smile/other donations transfer		
TOTAL Program		14,591	14,500
Income			
EXPENSES			
Required - Administrative Costs			
65020	Mailbox Rent / Mail	160	160
65030	Printing/Copying--n on-event related)	0	100
65060	Bank charges	0	0
65120	Insurance	2,978	3,100
65090	Website	158	500
65070	Dues & Licenses/Corp fees	185	200
65040	General Office Supplies	100	200
65080	Promotional Supplies	128	200
62850	Equipment	235	300
65010	Eboard Discretionary	0	300
Subtotal		3944	5060
Planned Neighborhood Association Costs			
65150	New NA Start Up & Flyer Distribution	0	750

65155	NA Support Committee	150	150
Subtotal		150	900
Planned - Community Events			
48270	Floating Event/incl. Nat'l Night Out*	748	1,700
48060	Chamber Events Participation	160	160
48050	Community Events Part.-non Chamber	145	480
68310	Neighborhoods USA Conference 2021	0	0
Subtotal		1053	2,340
Planned - RCONA Hosted Events			
48170	RCONA Annual Holiday + Elections	300	300
48230	Santa in the Park -direct	1500	1500
48230	Santa in the Park - printing	146	150
48210	Movie in the Park Licensing - SWANK	1860	0
48210	MITP Parks & Rec Fee	1200	0
48210	MITP Direct Expenses	288	0
48210	MITP Printing & Signage	274	300
48250/80	Candidate's Forum/RCONA Conference	183	0
Subtotal		5751	2250
Total Expense		10,898	10,100



Roseville Coalition of Neighborhood Associations

Call to Order/Introductions/Roll Call

Recognized Active Neighborhoods					
Association	P/N P	Representative/Alt	Association	P/NP	Representative
Blue Oaks			Maidu		
Cherry Glen/ Theiles Manor			Pleasant Grove		
Cirby Ranch			Roseville Heights		
Cresthaven			Sierra Vista		
Fiddymment Farm			South Cirby		
Folsom Road			Stoneridge		
Highland Reserve			West Park		
Kaseberg			Woodcreek Oaks		
Los Cerritos					
Junction West			City-Neighborhood Services		

Meadow Oaks	NP		Roseville Police	P NP	Lt Scott Blynn
Solairre	NP		Roseville Fire	NP	
Sun City	NP	To be assigned			

RCONA Executive Reports

Approval of January 2021 Minutes: Hearing no inquiries or objections, the President ordered the minutes of the January 2021 meeting accepted and placed on file.

Receipt of Treasurer's Report: Trust fund account has \$1.00, Scholarship account balance \$4,608.06, Main account balance has \$23,453.08. There are still outstanding signatures needed at the bank and those people will be notified.

Volunteer Acknowledgement for Sue Cook: A \$50.00 gift card was approved to show our appreciation and will be sent to Sue's email.

Audit Committee Report: Sue said she has completed the audit report

Public Comment: N/A

Guest Speakers/Presentation: Shelby Samaniego- Community Outreach Specialist & Special Detective Sean Ragan with Sacramento FBI Field Office.

- 56 Domestic Field Offices in the FBI with multiple Satellite offices
- 63 Foreign Posts within FBI
- Sacramento Field office covers 34 out of 58 counties in California
- Fight Terrorism, Combat foreign intelligent services, oversee cyber security
- Would like us to reach out to Shelby with questions and build community relationships

Bylaw Committee update: Kevin made a motion to accept the revisions made to the bylaws. A vote was taken with 13- Ayes and 1- no to the amendment to the expansion of eboard members by Fiddymment Farm . **Motion Passed 13-1**

- **Bob Velcheck will be member at large on E board**
- **Laoxmi Rao – will be member at large on E board**

City Advisor update: Brian Jacobson

- Independent re-districting application is still open until March 5th, 2021
- Roseville Website was down for 6 days / city vendor had major malfunction to their computer system that has since been resolved.
- Roseville named one of the best places to work from home / survey results made Roseville 5th in the country
- Vacant building known as the Old Placer Courthouse downtown across from the library will be demolished starting on Monday 02-22.
- City is conducting a city wide survey 3,000 residents were mailed the survey and starting the week of Feb 22nd the city will open up the survey to all residents.
- Workshops coming soon to go over new fiscal year budget
- Brian made mention to budget being in good shape due to the scaling back the city did this past year. They did not get into any deficit as well as theirs reserves

- _____ Roadway updates: Hayden parkway bridge and runway extension will be completed by early April and connect Fiddymment Ranch to Blue Oaks Blvd. Baseline road will be widened to 4 lanes this summer from Westbrook to the city boundary west of Watt Ave.

Budget Amendment: E board is asking to make an amendment to the budget by adding \$300.00 to e board discretionary funds for the purchase of future gifts. NA reps will take back to their boards for a motion to be made and voted on at next meeting.

Roseville PD Update: Lt Scott Blynn is now our PD rep that will attend RCONA meetings. Lt Blynn has moved over to services division, he also oversees the traffic division, school resource officers and pop off division.

- Just started shift changes / may see new officers on your beat
- Has 4 officers now working Sutter Hospital 2 day shift officers/ 2 evening officers
- Troy Bergstrom is testing for the new chief position / decision to be made in the next few months
- Building 32 fleet patrol vehicles
- Pd has a new homeless outreach worker; pd has received several complaints pertaining to homeless camps along side of the freeway. They are now working with Roseville parks and rec to them cleaned up
- Seen a rise in catalytic converter thefts especially in Toyota Prius cars.
- Rise in car club meet ups filling up business parking lots and noise has become an issue. Car clubs using Sonic parking lot as well as Sunsplash parking lot

Round Table proceeded with abbreviated comments as follows.

A list of regular NA meeting schedules is posted on the RCONA.org website. Please contact April Marskell before considering changes to your NA meeting schedule, and notify Police (EdKris@roseville.ca.us) and Fire (jgarrett@roseville.ca.us) if you need to change an upcoming meeting night so they can notify staffing.

Updates from NA Representatives (shown above):

Maidu: Saturday April 24th is Maidu's 22nd year annual garage sale

Cherry Glen/Theiles Manor: Janet Cervantes Senior Traffic Engineer for Roseville attended their last meeting. Residents discussed speeding in the neighborhood or not stopping at four way intersections and they have asked for a traffic study to be conducted. They are currently working on updating their website. Guest speaker Stacey Marchetti with Parks and Library was scheduled to speak at February meeting but that meeting has been cancelled. Stacey has sent a video that Melinda wanted to share with anyone interested about re-in visioning Johnson Pool

Roseville Heights: Los Cerritos gave update

Pleasant Grove: Down to only 3 board members. NA wants to re do their website.

Cresthaven: NA

Woodcreek Oaks: No Update

Stoneridge: Changed their meeting date to the fourth Wednesday of the month at 6:30 pm

Blue Oaks: No update

Sierra Vista: NA

South Cirby: Would like to apply for the \$100.00 technology funds to update their website.

Fiddymment Farm: Had a builder speak at last meeting looking to build more high density homes. Neighborhood is concerned about parking.

WestPark: Scott A. mentioned having a large intersection with stop signs not being safe when school lets out. City came out and did a traffic study and determined that it was too busy of an intersection for a stop sign and a traffic signal will be added. Also mentioned on Blue Oaks Blvd there was a stretch in the road that residents complained about having unnecessary stop signs there with no side roads built out yet. City engineering came out and determined the residents were correct and stop signs will be removed.

City Council Update: Scott Alvord mentioned Coffee with City Council members will be starting back up. First coffee with Councilman Scott Alvord is set for March 4th. Meeting will be via zoom

Folsom Road: NA

Cirby Ranch: NA

Kaseberg: Chief Bergstrom and officer Ryland attended their last meeting mentioned crime of catalytic converters, following Tuesday Officer Ryland called to inform Sonya there had been an arrest made in the apartment complex caught in the act of stealing converters.

Highland Reserve: Held a drive thru pancake fundraiser for proceeds to go towards re vamping Buljan Park. Raised roughly \$8,000. Officer Ryland attended last meeting to discuss the car meet up situation. Looking to get website going. Several businesses in the NA helped sponsor the breakfast. Good day Sacramento came out and NA also used paypal to get donations. Hoping to reach goal of \$20,000. City has offered \$3,200.

Los Cerritos: Has a meeting on Wednesday February 24th via zoom at 6 pm. Debby Kent with Invest Health will be the guest speaker. They will be discussing Weber Park

Committee Report: Kevin listed current standing committees/members and needed people to please sign up

1. Bylaw Committee- Jim Kidd
2. Activities Committee – April will chair SITP
3. Public Affairs / Communication – Ellen Riley
4. NA Organization – Jim Kidd , Sue Cook
5. Fundraising – Steve Parker is Chair
6. Scholarship Committee – Steve Parker is Chair, Marilyn Floyd
7. NA Support – Bob Velcheck is Chair

Miscellaneous:

The meeting was adjourned at 9:06 PM.

Dates to Remember:

Thurs. March 11

RCONA E-Board Meeting—Zoom Meeting 7PM

Thurs. March 18

RCONA General Meeting - Zoom meeting - [meeting.@rcona.org](https://meeting.rcona.org) @7pm

Submitted by April Marskell Secretary 02/22/2021

ROSEVILLE COALITION OF NEIGHBORHOOD ASSOCIATIONS

3/15/2021 9:56 PM

Register: First Foundation-RCONA Main

From 01/01/2021 through 03/15/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/15/2021	DEP	Money for Robert's Be...	43400 · Direct Public Su...	Transferred from...			1,200.00	23,870.85
01/15/2021	DEP	NA Trust Funds Acco...	25000 · NA Funds Held ...	Hillcrest NA Esc...			134.78	24,005.63
01/15/2021	DEP	NA Trust Funds Acco...	25000 · NA Funds Held ...	Meadow Oaks N...		X	1,410.81	25,416.44
01/19/2021	ET	Paypal money for High...	25001 · NA Paypal money	Highland Reserv...			2,435.07	27,851.51
01/29/2021	ET	Highland Reseerve NA	25001 · NA Paypal money	Paypal money tr...	2,435.07			25,416.44
02/02/2021	1130	Sue Hallahan Cook	65000 · Operations:6504...	Reim 5 pack flas...	17.77			25,398.67
02/14/2021	DEP	Roseville Environ. Util...	43400 · Direct Public Su...	City of Rsv Gol...			800.00	26,198.67
02/17/2021	ET	Money for Robert's Be...	43400 · Direct Public Su...	Mistakenly Tran...			1,200.00	27,398.67
02/18/2021	1131	April Marskell	65000 · Operations:6507...	Business Lic/Sta...	34.00			27,364.67
02/18/2021	1132	Roseville High school ...	48000 · Program Expens...	Donation to kids...	300.00			27,064.67
02/25/2021	ET	Money for Robert's Be...	43400 · Direct Public Su...	Corrected depos...	1,200.00			25,864.67
03/02/2021	DEP	City of Roseville	43400 · Direct Public Su...	Deposit			1,500.00	27,364.67

ROSEVILLE COALITION OF NEIGHBORHOOD ASSOCIATIONS

3/15/2021 9:32 PM

Register: RCONA NA Trust

From 01/01/2021 through 03/15/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/15/2021	DEP	Melinda Surmani	46400 · Other Types of I...	To maintain acc...			1.00	2,101.83
01/15/2021		NA Trust Funds Acco...	25000 · NA Funds Held ...	Hillcrest Escheat...	134.78			1,967.05
01/15/2021		NA Trust Funds Acco...	25000 · NA Funds Held ...	Meadow Oaks E...	1,410.81			556.24
01/15/2021		NA Trust Funds Acco...	25000 · NA Funds Held ...	Theiles Manor r...	169.07			387.17
02/19/2021		NA Trust Funds Acco...	25000 · NA Funds Held ...	Theiles Manor r...	100.00			287.17
02/19/2021		NA Trust Funds Acco...	25000 · NA Funds Held ...	Hlghland Reserv...	286.17			1.00

ROSEVILLE COALITION OF NEIGHBORHOOD ASSOCIATIONS

3/15/2021 9:18 PM

Register: RCONA Scholarship Fund

From 01/01/2021 through 03/15/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/15/2021		RCONA Main Account	65100 · Other Types of ...		1,200.00		3,408.06
02/18/2021		RCONA Main Account	65100 · Other Types of ...	Took out by mis...	1,200.00		2,208.06
02/19/2021		RCONA Main Account	65100 · Other Types of ...	Robert's bench e...		1,200.00	3,408.06



Roseville Coalition of Neighborhood Associations

POLICIES AND PROCEDURES—ADMINISTRATION

Duties of RCONA Treasurer

The Treasurer shall keep and maintain the financial records, ledgers, and bank account(s) in accordance with accepted accounting practices as outlined in the Policies and Procedures of RCONA. Those duties include, but are not limited to, the following:

1. Have custody and charge of, and be responsible for, all funds and securities of the Corporation and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board.
2. Keep and maintain all records related to maintaining the fiscal status of the Corporation, including:
 - A. Bank accounts correspondence, invoices-
 - B. Originals or copies of receipts for authorized expenditures or reimbursements.
3. Ascertain that all transactions are in the approved format and that all drafts are appropriately approved and are in compliance with *RCONA Policies and Procedures*. Coordinate to keep bank cards updated for any designated change of officers, who have account signing authority. Bank requires RCONA meeting minutes confirming any account signing officer changes.
4. Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions of the Corporation:
 - A. Receive, and give receipts for, monies due and payable to the Corporation from any source whatsoever.
 - B. Disburse, or cause to be disbursed, the funds of the Corporation as may be directed by the Board, taking proper vouchers for such disbursements.

- C. Coordinate with the Secretary for the issuance of any funds required to comply with the *RCONA Official Documentation of Corporation Procedure* for annual renewals of Roseville business license, chamber membership, and State of California Non-Profit Registrations
 - D. Keep accounts of its assets, liabilities, gains and losses.
5. Give a typed report at each monthly meeting showing previous meetings balance, expenditures, receipts, and current balance of account. If unable for any reason to furnish a written report, the Treasurer shall give a verbal accounting of prior meetings' balances, expenditures, accounts received, donations, or any other monies spent or received since the previous membership meeting.
 6. Exhibit at all reasonable times the books of account and financial records to any Board member.
 7. Render to the President and Board, whenever he or she or they request it, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.
 8. Prepare, or cause to be prepared, and certify the financial statements to be included in the annual report to members.
 9. RCONA insurance provides a \$25,000 surety bond, protecting all board members from any possible financial malfeasance in bank accounts. This does not require the Treasurer to give a bond.
 10. In general, perform all duties incident to the office of Treasurer, and such other duties as may be required by law, the Articles of Incorporation, or by the Bylaws, or which may be assigned to him or her by the President or the
 11. RCONA Check Writing Procedure
 - a) Checks will only require one signature.
 - b) Checks for over \$500, and not in the budget, will need to be approved by rcona board.

- c) If Treasurer is submitting their own expense for approval, then check will be issued by another account signer.
- d) Before checks are issued, they must go through a 2-person approval process. Treasurer can prepare a list and first get President or Vice President approval before checks are issued. Only President and Vice President can be 2nd approval officer.
- e) Approval can be communicated by text or email.
- f) Checks for pre-approved budget items, (for example, mailbox rent) will not require a two-person approval process.

Executive Board.

BYLAWS OF THE ROSEVILLE COALITION OF NEIGHBORHOOD ASSOCIATIONS

ARTICLE I

Definitions

Section 1. Name of Corporation. The name of this Corporation shall be the Roseville Coalition of Neighborhood Associations and shall be referred to herein as "RCONA".

A. The members of the RCONA Board shall be referred to as Neighborhood Representatives; and for purposes of these bylaws the RCONA Board of Neighborhood Representatives shall be referred to as the "RCONA NR Board".

Section 2. Corporation is Nonprofit. This Corporation has been formed pursuant to the California Nonprofit Corporation Law as a public benefit corporation.

Section 3. Location of Principal Office. The principal office of RCONA will be located at such place as the Board may from time to time designate by resolution within the City of Roseville, County of Placer, State of California.

Section 4. Fiscal Year. The Fiscal year for RCONA shall be the calendar year.

ARTICLE II

Specific Purpose

Section 1. Specific Purpose. The specific purpose for which RCONA is organized is to improve and/or maintain the quality of life within the City of Roseville by working with neighborhood associations to solve social, physical and economic problems; by facilitating communications within and between neighborhoods; by providing support to neighborhood associations and projects which raise the level of community participation by citizens; and by engaging in any lawful activity.

ARTICLE III

Neighborhood Association Membership

Section 1. Membership. Neighborhood Associations (NA) within the City of Roseville, as recognized within geographic boundaries by RCONA, shall be eligible for membership.

A. Neighborhood Associations may create their own bylaws, or they may adopt RCONA sample NA bylaws and enact standing rules as necessary during the activation or reactivation process. The RCONA Bylaws Committee shall review all proposed Neighborhood Association bylaws and standing rules, and refer potential conflicts to the RCONA NR Board for resolution.

B. All proposed amendments of Neighborhood Association bylaws are subject to review by the RCONA Bylaws Committee, and must be submitted to RCONA for approval prior to distribution to the Neighborhood Association members.

C. The RCONA Bylaws Committee has the right to make periodic reviews of the NA bylaws and requires updates to NA bylaws to maintain compliance with the RCONA Bylaws and Code of Ethics.

Section 2. Eligibility. The recognition criteria for Neighborhood Associations shall be as follows:

A. The Neighborhood Association is organized in a process of its choice with at least four (4) members. Neighborhood Associations must designate one of its NA Board members (at least eighteen (18) years of age) to be its representative to the RCONA NR Board. A quorum for an NA Board meeting is a simple majority of the current number of NA Board members, requiring one member more than half (which would be 3 members for a 4-member board).

B. Neighborhood Association membership is open to any resident, property owner, business owner or their designee, and a representative of any nonprofit organization located within the neighborhood.

C. A married couple may both be elected for a Neighborhood Association Board at the same time. As an NA Board member, each has a vote for NA Board decisions. However, only one may vote at a general meeting—one member per developed lot. Only one may be eligible to be a co-signer on NA checks at a time.

D. Voting at NA General Meetings shall be one per developed lot or business. A business within a residence does not have a separate vote. Each business within a single commercial development established for multiple individual businesses on site may be entitled to a separate vote. A multiple dwelling rental facility shall be considered one developed lot and entitled to only two votes—one for owner/management and one for its collective tenants. The facility residents may elect one representative to run for election to the NA Board.

E. An organization formed around a single issue shall not be recognized as a Neighborhood Association.

F. In order for an organization to be recognized as a Neighborhood Association, it must notify an RCONA Neighborhood Organization Committee (NOC) member and have completed the activation items in the Policies and Procedures manual. Upon completion of the review by the RCONA NOC, the Neighborhood Association will be recommended for consideration at the next RCONA NR Board meeting.

Section 3. Neighborhood Meetings. Neighborhood Associations shall conduct one (1) General Annual Election Meeting to be held each year. Other General Meetings and/or events may be held at other times as may be scheduled by the NA Board. Open Neighborhood Association Board meetings are to be held at least quarterly. Both General Meetings and NA board meetings are considered open to the public; special meetings should be set where an item of a confidential personal nature must be discussed.

A. All open NA General or Board meetings are to be held at public locations in or near the neighborhood and shall be openly publicized. Publication shall include, at a minimum, a posting of a notice of the meeting in a public place within the neighborhood at least seven (7) days prior to the meeting. This seven-day notice requirement may be waived where meetings are regularly scheduled at the same place, time and date. Neighborhood Associations shall publish meetings with the best media available to the neighborhood, host elections, elect officers, publish minutes within 10 days after approval to neighborhood association members publicly (either on its own website or the tab under RCONA's website).

Section 4. Neighborhood Association Designation. Neighborhood Associations shall be determined on the basis of recognizable geographic boundaries and a common community of interest, to be determined by the RCONA NR Board and the appropriate Roseville City Representative(s).

Section 5. Annual Certification. Prior to the annual November nominations for officers, the RCONA Secretary shall certify to the RCONA NR Board that all Neighborhood Associations meet the criteria for recognition.

ARTICLE IV

RCONA Board of Neighborhood Representatives

Section 1. Membership. The number of member Neighborhood Representatives shall not be more than there are member Neighborhood Associations recognized by RCONA. One Neighborhood Representative shall represent one Neighborhood Association. The Neighborhood Representative eligible for membership in RCONA and to represent his/her neighborhood will be selected by and from his/her Neighborhood Association. A. Neighborhood Representatives shall endeavor to promote the objectives of RCONA to the best of their ability. Each is expected to attend as many of the meetings as possible and, when called upon, to help in any other way asked of them.

Section 2. Terms of Office. Terms of office for each Neighborhood Representative shall be for the length of one (1) year or until replaced by his/her Neighborhood Association during the NA's required annual election. An alternative method would be to have half the board elected for two (2) year alternating terms, electing half one year, the other half the next year. Each neighborhood shall appoint a Neighborhood Representative and an alternate to serve on the RCONA NR Board by submitting a letter of appointment prior to the RCONA NR Board's October meeting. Any Neighborhood Representative may be reappointed.

A. If any elected or appointed Neighborhood Representative is unable to serve or resigns, the NA President shall notify the RCONA President of the vacancy within ten (10) business days of the time the vacancy occurs and provide the new Neighborhood Representative's name and contact information.

B. Any replacement of the Neighborhood Representative would be for the remaining term of the previous Neighborhood Representative being replaced.

Section 3. Removal. Following a thorough investigation pursuant to the RCONA Disciplinary Procedures, any Neighborhood Representative may be removed for just cause by a 2/3 vote of the RCONA NR Board in attendance at a meeting where a quorum as defined in Article VII, Section 4, is present. Removed Neighborhood Representatives are not eligible for reinstatement to the RCONA NR Board. The RCONA Disciplinary Procedure (available on RCONA's online procedures) provides a suggested timeline and actions needed to provide a thorough investigation.

A. Just cause for removal includes, but is not limited to, misconduct and/or inactivity. Allegations shall be presented in writing by any Neighborhood Representative to the RCONA President (or to the RCONA Vice-President if the President is the subject of the allegation(s)). The RCONA President (or Vice-President) shall appoint a special Investigative Panel pursuant to the RCONA Disciplinary Procedure within 48 hours, or as soon thereafter as possible.

B. After completion of an investigative process pursuant to the RCONA Disciplinary Procedure, if the Investigative Panel finds just cause may exist for further discipline, the committee shall render its findings in writing to the Board of Neighborhood Representatives forty-eight (48) hours prior to the RCONA NR Board meeting for further hearing and/or action as may be required.

Section 4. Corporate Powers. All the corporate powers shall be exercised by or under the authority of, and the business affairs of this Corporation shall be controlled by its Board of Neighborhood Representatives.

ARTICLE V

RCONA Executive Board

Section 1. Members. The RCONA Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and up to five Members-at-Large. Any certified NA Board member is eligible to serve on the RCONA Executive Board, but no more than two members from the same NA may serve concurrently. Exception: If an NA board has married couple(s) serving, only one spouse is eligible to serve on the RCONA Executive Board. If two NA members from the same NA are elected to the RCONA Executive Board only one member can serve as an Officer, the other member must serve as a Member-at-Large.

The RCONA Board Neighborhood Representatives shall vote for a slate of Executive Board candidates to elect (5) minimum to (9) Maximum Executive Board members

Immediately following the RCONA NR Board meeting, the newly selected Executive Board members will meet to select their officers and Members-at-Large.

Section 2. Terms of Office. All officers shall serve a term of one (1) year (January through December) if elected at the December elections or until replaced. Officers elected at special elections during the year shall serve to December 31 of the year elected. In either situation, elected officers may complete their terms of office even if they cease to represent their Neighborhood Association. Officers' duties shall be as described herein and in the RCONA Policies and Procedures and include service on the Executive Board. Members-at-Large vacancies may be filled by appointment by the President. The immediate past president may serve as ex-officio on the Executive Board, in an advisory capacity only (no voting rights on the Executive Board). The ex-officio would still have a vote as a Neighborhood Representative only if he or she is designated as the active representative for his/her Neighborhood Association. Executive Board meetings are public meetings with the exception of a meeting called to address the conduct of a specific member.

Section 3. Roles and Responsibilities. The Executive Board's purpose is to handle administrative and operational duties on behalf of RCONA, e.g.

- Provide assistance, materials, or offer suggestions to NAs as may be requested.
- Ensure effective operational planning—prepare agendas and meet logistic requirements for meetings and activities; establish and review policies and procedures for day-to-day operations.
- Ensure competent management of financial resources—oversee fundraising, assets, distribution of expenditures and reimbursements within prepared budgetary and procedural restraints as approved by the Board of Neighborhood Representatives.
- Ensure administrative needs are met—timely processing of corporate documentation and business renewal needs, review correspondence for Board response, and help enhance RCONA's public image.
- Provide guidance for committees—solicit membership for, receive updates from, and present reports to the Board of Neighborhood Representatives.

The Executive Board's performance is accountable to the full RCONA NR Board. Staff of the City of Roseville's Neighborhood Services Unit and Neighborhood Policing Unit serve as liaisons to the Executive Board in order to facilitate securing presenters from City staff, addressing issues of mutual concern, and preparing and distributing agreed upon information and materials to others including the full membership.

Section 4. Executive Board Vacancies. Vacancies in any office shall be filled by election by the RCONA NR Board for the unexpired portion of the term. Any intent to fill these vacancies shall be placed on the agenda of the next regularly scheduled RCONA NR Board meeting, providing all Neighborhood Representatives with standard meeting notice.

Section 5. Order of Authority. The President shall preside at meetings of the RCONA NR Board and shall be the Chief Administrative Officer of the RCONA NR Board. The Vice-President shall, in the absence or incapacity of the President, exercise the power and duties of the President. The Secretary shall, in the absence or incapacity of the President and the Vice-President, call the meeting to order and preside until the immediate election of a chairman pro-tem. The Treasurer shall, in the absence or incapacity of the Secretary shall call the meeting to order and preside until the immediate election of a chairman pro tem.

Section 6. Election of Executive Board Members. A nominating committee shall be elected by the RCONA NR Board at the October meeting and should submit a slate of candidates at the November meeting at which time nominations from the floor will be accepted. Election of Executive Board members shall occur at the first meeting in December each year. If there are more than nine (9) candidates for nomination, the balloting shall be in writing; otherwise, the ballot shall be a voice vote. No floor nominations will be accepted at the December meeting. Immediately following the RCONA NR Board meeting, the newly elected Executive Board members will meet to select their officers and Members-at-Large by position; this vote and its results shall be incorporated into the Minutes of the RCONA NR Board meeting. [NAs are free to choose either election method for their NA elections—either by direct elections of board positions, or optional election of board members who will then vote their board positions.]

Section 7. Removal. Any Executive Board member may be removed from office pursuant to Article IV Section 3 above and the RCONA Disciplinary Procedure.

Section 8. Quorum. A quorum shall be required and defined as a simple majority of the active Executive Board members.

ARTICLE VI

Duties of RCONA Officers

Section 1. President. The President shall preside at meetings of the RCONA NR Board and Executive Board and shall be the Chief Administrative Officer of the RCONA NR Board.

Section 2. Vice President. The Vice-President shall, in the absence or incapacity of the President, exercise the power and duties of the President.

Section 3. Secretary. The Secretary shall be custodian of the records of the Corporation and keep or have kept an accurate record of the activities of the Board, which shall be preserved and available for inspection by all members as outlined in the Policies and Procedures of RCONA. In the event the Secretary cannot attend a meeting, the President or the presiding officer at the meeting can appoint any Corporation member to fulfill the secretarial function until the Secretary returns.

Section 4. Treasurer. The Treasurer shall keep and maintain the financial records, ledgers, and bank account in accordance with accepted accounting practices as outlined in the Policies and Procedures of RCONA.

ARTICLE VII

RCONA NR Board Meetings

Section 1. Board Meetings. Regular meetings shall be held monthly as designated by the RCONA NR Board.

Section 2. Special Meetings. Special meetings may be called by the President or at the request of any three (3) Board members. Notice of special meetings shall be given to each member not less than forty-eight (48) hours prior to the time of the meeting.

Section 3. Public/Confidential. All RCONA NR Board meetings shall be open to the public except those discussions related to confidential matters involving actions of an individual member, grievances, or of a possible legal nature.

Section 4. Quorum. A simple majority of the currently active Neighborhood Association Representatives holding office shall constitute a quorum for the transaction of business at any Board of Neighborhood Representatives meeting. Neighborhood Association board members shall be notified if their Representative or an alternate miss two (2) or more consecutive regular RCONA NR Board meetings and warned that its status shall be considered inactive if a representative misses a third consecutive regular RCONA NR Board meeting.

Section 5. Non-member's Opportunity to Speak. Non-Board members (those who are not NA Board members or recognized Advisory Council members) present at RCONA NR Board meetings shall be offered the opportunity to speak during periods authorized for Public Comment—at the beginning of the Board meeting as designated for matters not on the agenda, or prior to a final vote on a pending motion after member discussions have been completed. However, a two-thirds (2/3) vote of the Board members in attendance is required to suspend the rules to allow a non-member to speak in debate during the current session.

Section 6. Right to Vote. Each Neighborhood Representative of an 'active' recognized RCONA Neighborhood Association is entitled to one vote when a matter is put to a decision. An alternate NA Board member designated by the Neighborhood Association prior to the meeting is entitled to vote only in the absence of the Neighborhood Representative. No proxy votes shall be allowed.

Section 7. Voting. All questions and votes shall be decided by a majority of the votes cast at any meeting of the RCONA NR Board, except those where a two-thirds (2/3) vote is required.

Section 8. E-Mail Voting. If needed to establish a vote in an emergency situation only, where time would not allow the vote to be delayed to the next regularly scheduled RCONA NR Board meeting, the RCONA Secretary or President's designee shall, at the authorization of three or more Executive Board members, issue the subject matter for an Electronic (E-Mail) vote from the RCONA NR Board members. In a situation where a matter was overlooked at an RCONA NR Board meeting, as soon after the meeting as the issue was discovered and approval obtained, the RCONA Secretary or President's designee shall solicit votes only from those Neighborhood Representatives that were in attendance at the RCONA NR Board meeting and would otherwise have been able to vote on the matter.

, except as stated here. Quorum, o

Section 9. Teleconference Meetings. Meetings convened using video conferencing software are considered to follow all the normal rules for in-person general and special meetings set out in this document only those RCONA NR members with working video feed count toward quorum requirements. Right to Vote, only those with active video feed for identity verification may vote. Voting, to count the vote, a roll-call vote must be used.

Section 10. Rules of Order. Robert's Rules of Order, current edition, shall govern meetings of the RCONA NR Board and its committees except as otherwise provided in these bylaws.

ARTICLE VIII

RCONA Committees

Section 1. Purpose. The RCONA NR Board shall create such committees as it deems necessary to carry out the work of RCONA.

Section 2. Eligibility. Any member of any recognized Neighborhood Association is eligible to serve on any committee of the Corporation.

Section 3. Chairperson. The RCONA NR Board shall designate the Chairperson of each committee; however, only NA Board members are eligible to be chairpersons of committees.

Section 4. Standing Committee. Members of Standing Committees should be appointed at the January RCONA NR Board meeting; the term of the members shall expire on December 31 unless reappointed.

Section 5. Special Committees. Members of all single task committees shall serve for one (1) year from the date of their appointment or until their successors have been appointed.

Section 6. Reports. All committees shall report to the RCONA NR Board at the regular monthly RCONA NR Board meeting and at such other times as required by the RCONA NR Board.

Section 7. Board Approval. Unless otherwise stated in an adopted procedure, all committee recommendations require RCONA NR Board approval before enactment.

Section 8. Member Removal. Any committee member may be removed from a committee pursuant to Article IV Section 3 above.

ARTICLE IX

Advisory Council

Section 1. Purpose. RCONA shall establish an advisory council whose purpose is to provide assistance, expertise, advice, and perspective to the Corporation.

Section 2. Members. Membership on the advisory council shall be open to representatives of government and its departments, nonprofit organizations, and local businesses as selected by motion and majority vote of 'confirmation' of the RCONA NR Board at the January meeting, or as needed as liaisons change.

Section 3. No Right to Vote. Members of the advisory council are non-voting participants. ARTICLE X

Grievance Procedures

The standard Grievance Procedures herein pertain to matters not of a confidential nature (matters not subject to the potential removal of an RCONA NR Board or NA Board member(s)). However, where the matter at issue involves the misconduct and/or inactivity of an RCONA NR Board or NA Board member(s) and may potentially result in the removal of that member(s), the matter should proceed under the RCONA Disciplinary Procedure and maintained in strictest confidence.

Section 1. Mediation. Any individuals and/or groups associated with RCONA are encouraged to reconcile differences through one-on-one dialogue or mediation. Failing resolution through mediation, any such person who feels they have been adversely affected by an alleged violation of the RCONA Bylaws or decision of the Board may initiate a formal Grievance.

Section 2. Grievance. A complainant shall submit a written Grievance to the President of the RCONA NR Board. The complaint must be submitted within thirty (30) days of the alleged bylaws violation or adverse decision. Upon receipt of the Grievance, the President shall appoint a Grievance Review Panel (comprised of three (3) volunteer Neighborhood Representatives). The panel members shall select the chairperson and may set a time limit for the speakers.

Section 3. Public Hearing. The Panel will review the Grievance and, within seven (7) days, set a public hearing date to be held within thirty (30) days of receipt of the Grievance. The complainant shall be notified at least twenty-eight (28) days prior to this meeting. The complainant and all those who wish to present relevant comments will be given an opportunity to be heard at the hearing. Following the hearing, the Panel will confer and render its recommendation(s) in writing to the RCONA NR Board (recommendation kept confidential until the meeting).

Section 4. Final Decision. The Panel's decision will be presented to the RCONA NR Board at the next regular RCONA NR Board meeting. A majority vote of the RCONA NR Board will be considered the final decision of the RCONA NR Board and entered in the Minutes.

ARTICLE XI

RCONA Bylaws Amendments

Section 1. RCONA Bylaws Amendment. The RCONA Bylaws may be amended by a two-thirds (2/3) vote of the Neighborhood Representatives present at any regular meeting of the Corporation. Any proposed change must be submitted to the RCONA NR Board at a regular meeting and may not be voted upon until the next regular meeting.

Section 2. Bylaws Committee. The Bylaws Committee shall ensure that the policies, procedures, and standing rules of RCONA are consistent with each other and are in compliance with current local, state and federal laws, regulations and contracts. The Bylaws Committee shall make an annual report to the RCONA NR Board and recommendations to the RCONA NR Board as necessary.

Section 3. Policies & Procedures Amendment. RCONA's Policies and Procedures may be amended by submitting a proposal to the appropriate committee for review. Following review and discussion, the committee chairperson will present the amendment for approval by a majority vote at the next regular RCONA NR Board meeting.

ARTICLE XII

Political Activity

RCONA shall not officially or otherwise support or oppose any local, statewide, or federal candidate for appointed or elective office, initiative, referendum or recall measure. Nothing here shall prevent RCONA from addressing any governmental body or representative on local issues of interest provided that such participation does not involve an initiative, referendum, recall, or candidate for elective office. The intent of this article is to ensure RCONA does not become a political action committee and politically partisan organization.

These Bylaws of the Roseville Coalition of Neighborhood Associations (RCONA) approved by vote of the Board of Neighborhood Representatives on:

Date: January 21, 2021 Place: Roseville, California

Kevin LaChance, RCONA President 2021

Original bylaws Incorporated 2-28-97

Complete Review and Revisions where deemed, approved July 18, 2011

Complete Review and Revisions where deemed, approved August 20, 2015

Minor changes to Art. VII, Sect.6; Art VIII, Sect.2 & 3, approved July 20, 2017

Changes to Art.III, Sect.2 & 5, Art.V, Sect.1 & 5, approved Oct 18, 2018

Changes to ART V, Sect 1, 2 & 6, ART VII, Sect 4 & 8, approved Feb. 18, 2021