Livable Sunnyvale Bylaws 1.4

As amended 9 January, 2018

I. Membership

The voting membership holds supreme authority in Livable Sunnyvale. All powers not explicitly limited by these bylaws are assumed to rest with the membership.

1. Initial Voting Membership

Initial voting membership will consist of individuals who have attended at least one Livable Sunnyvale meeting before the March 21, 2018 meeting.

2. Membership Eligibility

Membership is open to all individuals who are committed to our mission.

3. Membership Form

Members are required to fill out and return a copy of the membership form. The form can be filled out online at https://docs.google.com/forms/d/17EaExSDGc7tTf_n2Wn_ybejqeF86QTHn5GAexYrGFUM. A PDF copy of the form is available

4. Voting Eligibility Requirements

In order to support our advocacy efforts, we need an active and engaged membership. To be eligible to vote, a member must have attended at least one membership meeting or Livable Sunnyvale sponsored event (including meetups and city council, commission and department meetings) in the past six months.

5. Dues

No dues will be required for membership.

II. General Meetings

General meetings are meetings of the membership of Livable Sunnyvale. Meetings of the general membership shall take place at least once every two months.
1. Rules
General meetings will be run according to the Standard Code of Parliamentary Procedure. The chair of the steering committee will act as chair at membership meetings. The chair may choose to delegate this responsibility to another voting member of Livable Sunnyvale.

2. Agendizing Resolutions
Any voting member may, at any membership meeting, propose a motion to be voted on at the following general meeting at least two weeks away. If that motion receives a second, after a limited period of debate the membership in attendance will vote on whether to add it to the following meeting’s agenda. If the motion receives a majority vote of those in attendance, it will be added to the agenda of the following meeting.

The steering committee may also vote to place motions on the agenda for any membership meeting at least two weeks away.

3. Approving Resolutions
Resolutions require a simple majority of those in attendance to pass, with the exception of amendments to the bylaws or mission statement. These may be agendized by a simple majority vote, but must be confirmed by a two thirds vote. Notwithstanding the above, no motion will be deemed to have passed without the support of at least four voting members.

Resolutions passed in such a manner supersede any decision made by the Steering Committee.

4. Informational Agenda Items
An informational agenda item is an item on the agenda that does not require a vote. Such items may include but are not limited to guest speakers, candidate forums, committee reports, and member presentations. The Steering Committee will be responsible for preparing informational agenda items for general membership meetings, and assigning time for each informational item. The Steering Committee may delegate this power.

The voting members in attendance at a membership meeting may agendize an informational item for the following meeting by the same procedure.
5. Straw Polls
Notwithstanding the above, straw polls may be taken of the membership at any meeting, without being agendized. Such straw polls do not constitute resolutions and are not binding in any way.

6. Minutes
Minutes will be kept for all general membership meetings, and posted within one week following the meeting.

7. Notice
General membership meetings shall be scheduled at least one week in advance. The agenda shall be finalized and distributed at least 72 hours in advance. The steering committee may add, remove, or change informational items on the agenda up until the agenda is approved at the membership meeting. In the event of unforeseeable circumstances, the Steering Committee may cancel or reschedule membership meetings if necessary.

8. New Business
Every general membership meeting will allot some amount of time, not exceeding 15 minutes, to “New Business”, where any member may speak briefly about items not on the agenda.

III. The Steering Committee

1. Purpose
The Steering Committee’s first role is to uphold the mission of the organization, ensuring our work is true to our mission and preventing mission creep. One of its first tasks will be to ask the membership to help decide the mission statement.

2. Eligibility Requirements
- All Steering Committee members must be Livable Sunnyvale members in good standing.
- The Steering Committee will consist of seven members, to be elected by the voting membership.
- No more than two-sevenths of the members shall be non-residents.
Elected officials or those running for office will not be eligible to serve on the Steering Committee. Any member of the Steering Committee who does choose to run for office must resign.

3. Elections
Steering Committee members will be elected to one-year terms. Candidates for steering committee will announce their candidacy at a scheduled meeting. Voting for Steering Committee members will be in person at the following scheduled meeting. Members of the Steering Committee will be selected by approval voting. Each voting member will mark which candidates they approve to sit on the Steering Committee. Each voting member may mark their approval for as many candidates as they wish. The $n$ highest vote getters will be elected to the Steering Committee, where $n$ is the number of seats up for election.

In the event that more than two non-residents are among the top $n$ vote getters, the top two non-residents shall be elected to the Steering Committee, along with the top five resident vote getters.

Notwithstanding the above, no candidate shall be elected to the Steering Committee without at least four votes. In the event that the first round of voting does not fill the Steering Committee, voting shall be re-run until all seats are filled.

4. Meetings
The Steering Committee can meet as frequently as it sees fit. All steering committee meetings must be noticed at least 72 hours in advance. A quorum of three is required for any steering committee meeting.

All or part of the steering committee may meet informally in working sessions at any time. Such meetings do not need to be minuted or noticed. However, the steering committee may not exercise any of its powers at such a meeting.

5. Roles and Responsibilities
a. Planning and Execution
While the membership is responsible for setting the key goals of the organization and laying and executing plans to achieve those goals, the Steering Committee will organize and coordinate our work, providing leadership, logistics, and direction.
b. Empanel Committees
The Steering Committee is responsible for empaneling committees to carry out the Mission of the organization. Committees consist of members and Coalition Partners as needed.

c. Call Votes of the Membership
The Steering Committee may, at its discretion, hold special meetings of the membership and put votes to the general membership. Any such vote or meeting must be noticed at least two weeks in advance.

d. Officers
After the Steering Committee is elected, it will select its own chair and vice chair. The steering committee may also vote to name other officers with specific responsibility, who need not themselves be members of the steering committee.

e. Rapid Response
Issues that arise and must be addressed before the next general meeting of the membership due to some deadline or other similar external circumstance may be decided on provisionally by the Steering Committee. Doing so does not require a noticed steering committee meeting. When doing so, the Steering Committee may not contradict any resolution passed by the General Membership.

Any decision taken by the Steering Committee under this clause will be automatically agendized for the following meeting at least two weeks away, where the committee will report on any such decisions made. Any member may then make a motion to put that decision to a general vote. If the motion is seconded, the voting members in attendance will then vote to confirm or overturn the Steering Committee’s decision by majority vote.

6. Vacancies
Vacancies for the Steering Committee, will be filled by election at the next general meeting at least two weeks after the vacancy occurs.

7. Removal from the Steering Committee
The general membership may, by two thirds vote, remove any member or members of the steering committee. Any such vote must be agendized at least two weeks in advance, as described above. A motion to remove a member of the steering
committee may not be amended. The member(s) of the steering committee in question will have the opportunity to speak before the final vote is taken. If multiple members are named in the motion, each will be voted on individually.

In addition, the steering committee may also vote to remove one of its members. To do so requires the support of all six other committee members. If such a vote is taken, the steering committee will present a report to the membership at the next general meeting at least two weeks away, and

IV. Coalition Partners

Coalition Partners are organizations who support the objectives of Livable Sunnyvale. Partners will be accepted by a majority vote of the Livable Sunnyvale members. Members of Coalition Partners may join Livable Sunnyvale as individuals.

Partners may join a Livable Sunnyvale endorsement according to the rules of their organizations. Partner organizations are not required to support all Livable Sunnyvale positions or endorsements. Endorsement letters or position papers will list by name the Partners who support that action.

V. Committees

Any group of two or more members may form a committee. Voting and non-voting members are eligible to serve on committees. The general voting membership or the steering committee may also vote to empanel committees with specific duties. Committee meetings must be publicly noticed at least 72 hours in advance. Committees shall report on their activity, decisions, and direction periodically to the membership, as directed by the Steering Committee.

VI. Representing the Organization

VII. Endorsements

The general membership has the sole power to make endorsements on behalf of Livable Sunnyvale. Such endorsements shall be made through the resolution
process described above. Ballot item endorsements shall require a 60% threshold, rounded down.

**VIII. Absentee Voting**

Absentee voting by the general membership is not currently permitted. However, a committee will be empaneled to consider a policy for absentee or electronic voting for the general membership. This committee will report back to the general membership within three months of the date that this document is adopted with proposed options for a bylaw amendment to allow absentee voting.

**IX. Amending the Bylaws**

The bylaws may only be amended by the voting membership of Livable Sunnyvale. To do so requires a duly agendized resolution, as described above, specifically stating that it is amending the bylaws. The threshold to amend the bylaws is a simple majority (50% + 1 of members in attendance).