

By-laws of the Coalition of Kensington Communities

Article I. Title and Objective

Title. This organization shall be known as the Coalition of Kensington Communities (CKC).

Objective. To promote the civic, community, and general welfare of the greater Kensington area.

Section 1. Towards the above end, CKC's further objective is to present a unified coalition of civic associations and townships that will work with local governments to address issues of urban design, recreation, transportation, pedestrian accessibility and economic growth affecting greater Kensington.

Section 2. A further objective is to share information among members, and minimize redundancy of activity among member groups that are trying to accomplish similar goals.

Article II. Membership

Section 1. Eligible member groups shall be all civic, citizen or resident associations and incorporated townships that are in the area identified by the attached map.

Article III. Meeting Schedule

Section 1. Meetings of the CKC shall be scheduled for the last Thursday of every other month, beginning with January, or as designated by the membership.

Article IV. Organization

Section 1. Representatives. Each member group shall select individuals to serve as representatives at the general meetings of the Coalition of Kensington Communities. These representatives may vote on CKC business on behalf of their groups. When voting on business before the CKC, every group shall have one vote each. Decisions shall be made by a majority vote of attending representatives.

Section 2. The organization of officers in the CKC shall not be based on the traditional model of president, vice president, treasurer and secretary. Instead, chairing of the CKC shall rotate among the representatives of the respective groups. Each group shall chair a meeting and remain the chair until the following meeting (a 2-month period). Responsibilities of the chair include developing the agenda for the upcoming meeting, fielding requests by other members to put items of business on the agenda, posting the proposed agenda on the CKC listserv, booking meeting space, and publicizing the meeting in the local newspaper, newsletters, and other media, where appropriate.

The person designated as chair for the next meeting shall record and publish the minutes of the current meeting on the CKC listserv.

Article V. Committees

Section 1. The CKC shall establish the following committees:

Recreation & Parks Committee
Economic Improvement Committee
Traffic & Transportation Committee
Pedestrian Access & Safety Committee

Further committees may be established, and the above committees restructured or eliminated as needed, by majority vote of representatives at general CKC meetings.

Section 2. Membership. Membership of committees shall be open to all member group representatives. At their option, representatives may appoint residents of their communities to serve on the committees, with the understanding that they will represent their communities. Committee chairs shall encourage, but not require, each group within the CKC to provide at least one member for each committee. Chairmanship of committees shall be determined by vote of committee members.

Section 3. Guidelines. Each committee shall develop and write a set of guidelines to guide the activities of each respective committee. These guidelines shall be a clear record of general principles governing the issues addressed and activities undertaken by committee members. (e.g., a guideline of the Pedestrian Access & Safety Committee would be to promote pedestrian safety and access to thorough-fares in the greater Kensington area.)

Each committee's guidelines must be approved by majority vote of member group representatives at general CKC meetings before taking effect. Prior to a vote, the guidelines shall be posted on the CKC listserv for no less than 30 days.

Once guidelines are approved, committee members shall accept this approval as a mandate to take action on issues directly addressed in the guidelines. Committee members shall not need to seek a vote at a general CKC meeting in order to undertake such activities. To pursue goals or undertake activities that depart from the guidelines, committee members shall seek approval by majority vote of group representatives at a general CKC meeting before taking action. Notice of a pending vote shall be posted on the CKC listserv for no less than 30 days, unless time constraints dictate more immediate action. In those cases, approval by electronic communication may be substituted.

Section 4. Decisions in committee shall be made by majority vote, one vote per committee member. Disputes in committee shall be resolved according to "Robert's Rules of Order Revised."

Article VI. Annual Dues

Dues shall be determined by vote of the members, as needed. Only current dues-paying members can vote.

Article VII. Fiscal Year

The fiscal year shall begin January 1st and end December 31st.

Article VIII. Parliamentary Guide and Order of Business

“Robert’s Rules of Order Revised” shall be the parliamentary guide and govern the proceedings of the CKC when they are not in conflict with the specific provisions set forth in these by-laws and such amendments thereof as may be made from time to time.

The usual order of business shall be:

1. Approval of minutes of the previous meeting
2. Reports of committees
3. Unfinished business
4. New business
5. Adjournment

Any question as to priority of business shall be decided by the chair without debate. The chair shall have the right to change the order of business at any meeting if deemed by the chair to be desirable.

Article IX. Adoption

These by-laws shall become effective when adopted by a two-thirds majority vote of the member group representatives present at a general meeting.

Article X. Guidelines and Voting

Section 1. Guidelines. Each representative shall vote in a manner that such representative reasonably believes is consistent with the views of the member association. In the event of a vote where a representative is unsure of the association’s views, the representative may abstain from voting or move to table the vote until such time that an opinion is known.

Section 2. Voting. Any item of old or new business on the agenda for a regular meeting may have a motion for action made and voted upon at the scheduled meeting. In the event of new business that is added to the agenda at the time of the meeting, no motion for action may be called.

Section 3. Intra-Meeting Voting. In the event of a tabled vote or an action raised by a CKC representative in between regular meetings, the organization may follow one of the three following courses of action:

- a. The representatives may choose to defer any action, including a vote, until the next regular meeting. This decision may be made via electronic or telephone communication.
- b. The representatives may choose to decide or vote on the item at hand via electronic communication means. All votes shall be communicated, at a minimum, to all current representatives of the CKC. A record of this vote shall be noted in the minutes of the next scheduled meeting.
- c. The representatives may choose to hold a special meeting to deliberate and vote on the item at hand. In this case, the current rotating chairperson shall chair the meeting for the sole purpose of acting on the item at hand. Minutes from this meeting shall be taken and approved at the next regular scheduled meeting.

Article XI. Amendments

These by-laws may be amended or altered by resolution offered by any group representative. Such a resolution must be posted on the CKC listserv for no less than 30 days before a vote, and must be passed by a two-thirds majority vote of the group representatives present at a general meeting.