

FOREST PARK SOUTHEAST (FPSE) DEVELOPMENT COMMITTEE

BY-LAWS

Forest Park Southeast is a neighborhood bounded by Interstate 64/Highway 40 on the north; Kingshighway Boulevard to the west, and Vandeventer Avenue on the south and east.

1 Article 1- Name, Organization, and Purpose

- 1.1 Name: The committee shall be known as the Forest Park Southeast (FPSE) Infrastructure Committee.
- 1.2 Organization: The FPSE Development Committee is staffed by Park Central Development, the neighborhood development corporation for the 17th Ward of the City of St. Louis.
- 1.3 Purpose: The FPSE Development Committee's purpose is to advocate for neighborhood-positive developments in the FPSE neighborhood. This includes the review of proposals where they city would like neighborhood input – including conditional uses, variances, tax abatement, and acquisition of City-owned land.

2 Article 2- Membership

- 2.1 Member Eligibility: Persons eligible for membership shall:
 - 2.1.1 reside within the geographic boundaries of the Forest Park Southeast neighborhood;
or,
 - 2.1.2 own property within the geographic boundaries of the Forest Park Southeast neighborhood; or,
 - 2.1.3 work for a business located within the neighborhood.
- 2.2 Total Membership: At any given point in time, the committee shall be comprised of a minimum of five (5) members and a maximum of fifteen (15) members.

2.3 Membership Process: Any person fulfilling the above eligibility requirement shall proceed as follows to become an active member of the committee:

2.3.1 notify Park Central staff of one's interest in committee membership;

2.3.2 upon notification of membership interest, receive written invitation to attend the committee's upcoming monthly meeting and be placed on the committee agenda for introduction;

2.3.3 upon notification of membership interest, also receive a copy of Article 2 of the committee by-laws;

2.3.4 after attending one general, monthly meeting, submit the one-page application and proof of membership eligibility to the organization responsible for oversight of the committee; and,

2.3.5 within three weeks of submitting such documents, receive from the committee chair a letter of invitation to join the committee and a committee code of conduct to be signed by applicant, in person, at the next meeting; and,

2.3.6 following receipt of invitation letter, attend next meeting, as stated in letter, and, at new member's first attendance at general, monthly meeting, sign committee code of conduct.

2.4 Membership Postponed or Denied: Membership may be postponed or denied based on the following:

2.4.1 Postponed: in the event that the committee is comprised of the maximum of fifteen (15) members.

2.4.1.1 In such case, the applicant will be placed on a waiting list and will be notified by the committee by letter when membership is comprised of less than fifteen (15) persons.

2.4.1.2 Members placed on the waiting list shall be notified and reviewed in order of their official notification of membership interest to the committee chair or oversight organization.

2.4.2 Postponed: in the event that the interested person does not complete any part of the process as outlined in these committee by-laws.

2.4.2.1 In such case, the committee is not held responsible for continuing the membership review process and the interested person is responsible for re-initiating the membership process from the beginning as outlined in these committee by-laws.

2.4.3 Denied: in the event that the applicant does not fulfill the eligibility requirements and/or does not provide proof of eligibility as stated in these committee by-laws.

- 2.4.3.1 In such case, the applicant will receive a letter stating that eligibility requirements were not met or evidenced and that committee membership is denied.
- 2.4.4 Denied: in the event that the applicant does not agree to abide by the committee code of conduct.
 - 2.4.4.1 In such case, the applicant will receive a letter stating that membership is denied based on the applicant's failure to agree and sign to the committee code of conduct.
- 2.5 Equal Opportunity Membership: No one fulfilling eligibility requirement as stated in these committee by-laws shall be denied committee membership based on race, ethnicity, gender, sexual orientation, physical ability, class or income.
- 2.6 Voting Members: All committee members shall be eligible to vote.
- 2.7 Membership Duration: Committee members may remain members so long as they attend the mandatory percentage of meetings, remain eligible under eligibility requirements, and operate under the code of conduct.
- 2.8 Causes for Removal from Committee Membership: Any member of the committee, officers or general members, shall be subject to removal by committee vote in the following cases:
 - 2.8.1 **failure to abide by the committee's code of conduct;**
 - 2.8.2 **failure to attend 2/3 or more of the general monthly meetings during one calendar year;**
 - 2.8.3 **failure to remain eligible for committee status**
- 2.9 Removal Process: The committee shall proceed as follows to remove any member who has given cause for removal from membership based on the committee by-laws:
 - 2.9.1 Committee member notified by committee chairman by letter explaining the reason for dismissal, after which the committee member in question may respond at the following committee meeting

3 Article 3-Officers and Duties

3.1 Officers: The FPSE Development Committee officers shall consist of a Chairman and a Vice Chair.

3.2 Term of Office: Each officer shall be elected to a one (1) year term commencing in January and continuing until their successors are duly elected and installed in office. Officers may serve five successive terms in each office.

3.3 Nomination and Election of Officers: Each office will be filled at the normal January meeting. Committee members may self-nominate.

4 Article 4-Duties of Officers:

4.1 Chairman: The Chairman will conduct all meetings; serve as a spokesperson for the committee when required; and coordinate with Park Central staff as necessary.

4.2 Vice Chair: The Vice Chair will conduct all meetings in the absence of the Chairman; perform other duties as assigned by the Chairman; assist the Chair in carrying out the policies and objectives of the committee; and review monthly agenda with oversight organization staff.

5 Article 5- Meetings

5.1 Decision-making: Decisions will be made based on votes by a quorum of members. A simple majority is all that is required to generate a support/opposition letter in regard to a proposed project.

5.2 Quorum/Majority/Voting: A quorum is any number larger than 50%. For example, a committee of ten must have six members in attendance for a quorum. A nine person committee must have five members present.