

BY-LAWS OF THE  
SANTA ANA COMMUNICATION LINKAGE FORUM

**ARTICLE I - NAME AND PURPOSE**

Section A: Name

The name of this unincorporated organization shall be Santa Ana Communication Linkage Forum (or “Com-Link”).

Section B: Purpose

The purpose of Com-Link is to improve individual Santa Ana Neighborhood Associations (NA) by providing a forum, offering support, assistance and a linkage with the city government, other neighborhood associations, business communities and other cities and counties, as well as residents.

**ARTICLE II – OBJECTIVES AND POLICIES**

Section A: Com-Link shall act as a non-partisan entity to facilitate the exchange of ideas and information, to allow free exchange of divergent ideas, opinions and issues, and to encourage residents to become involved in community issues and community service organizations.

Com-Link shall encourage networking for community leaders to develop contacts in order to address issues that require an outreach beyond the NA.

Section B: Com-Link shall work to improve the quality of life in Santa Ana by promoting positive leadership, community participation, and unity and pride in all residents.

Section C: Com-Link shall disseminate information and provide an educational outreach to keep residents informed regarding city ordinances, community involvement, schools, and on any other issue of general interest to the members.

Section D: All Forum discussions are to be free and open without bias on all subjects, whether political, social, economic, racial, cultural or religious.

Section E: Any resident of Santa Ana may bring an issue to Com-Link that is of concern to the residents of the city at large. Issues pertaining to Homeowner Associations (HOA)/Planned Unit Developments (PUD) and Mobile Home/Renter's Associations are not acceptable topics for the forum.

Section F: Com-Link shall not endorse any person or organization, nor the views, actions, or product of such persons or organizations and no member shall represent Com-Link without prior approval of the Board.

### **ARTICLE III -- MEMBERSHIP AND VOTING**

Section A: Voting membership is limited to officially designated Santa Ana City Neighborhood Associations (NA) as recognized by the Neighborhood Improvement Division of the City of Santa Ana (NIDCSA).

Any resident living within a designated Neighborhood Association shall be considered a member of that NA and have the right to represent the NA if the member is so designated by the NA board.

Section B: Voting membership is one member and one alternate member, or their proxy, to be so designated by each NA. Each eligible NA is authorized to have one (1) vote per each voting issue brought to the general membership meeting. The NA must have had a representative in attendance at a minimum of four (4) meetings in the most recent "Com-Link Calendar Year" (May - April) to be eligible to vote in any election.

Section C: Meetings are open to all residents of the City of Santa Ana.

Section D: A quorum for voting for the board at the general membership meeting shall consist of no less than eleven (11) NA members/proxies attending the meeting.

## **ARTICLE IV -- MEETINGS**

General membership meetings shall be held monthly at such time and place as set forth by the board. No more than one consecutive general membership meeting can be suspended or postponed by the board.

General membership meetings can be suspended or postponed by a majority vote of those NA present at any general meeting, or by the board. Special meetings may be called by a majority vote of those NA present at any general membership meeting, or by the board.

## **ARTICLE V - THE BOARD OF DIRECTORS**

Section A: The board is responsible for overall policy and direction of the Forum, which shall include, but not be limited to those objectives in Article II of the by-laws.

Section B: The board shall consist of seven members serving staggered two-year terms.

- 1) On even numbered years, four (4) members shall be elected.
- 2) On odd numbered years, three (3) members shall be elected.

When deemed necessary by a majority vote of the existing board, two (2) additional board positions shall be presented to the Nominations Committee for the June election.

No employee of the City of Santa Ana may serve as a member of the board.

The board receives no compensation.

## **ARTICLE VI – BOARD ELECTIONS AND NOMINATIONS**

Section A: Election of new members or election of current members to another term will occur in June of each year.

The board shall appoint a nomination committee of three (3) Com-Link members, to be assisted by the board and the NIDCSA, who shall make every effort to recruit qualified nominees from throughout the NA.

Nominees must complete the nominee qualification form and their Neighborhood Association have been represented at a minimum of four (4) Com-Link meetings in the most recent "Com-Link Calendar Year."

The slate shall be presented at the May Com-Link meeting. Nominations may be made from the floor at the May and June meeting provided the nominee is present, has given his/her consent, and meets the attendance and resident requirements.

#### Section B: Election

All nominees must be present at the June election meeting unless prior notification is provided to the board.

Elections shall be by ballot except where there is but one nominee for an office at which time the vote may be by acclamation. A majority vote of those present shall elect a board member.

#### Section C: Vacancies

Following the announcement of a board member vacancy at a general meeting, interested persons should submit a nominee qualification form to a board member, or the NIDCSA prior to the next board meeting.

The board shall appoint a qualified person at the board meeting following the announcement of the vacancy and the appointed board member shall fill the vacancy until the next election.

The board may by a simple majority vote declare vacant the seat of a board member who has been decreed of unsound mind by a final order of the court or convicted of a felony.

Any board member may be removed by a simple majority vote of the board if it is determined that the board member has four (4) or more absences from board and/or general meetings in a Com-Link calendar year, or other such behavior which expresses that they are no longer interested in serving.

## **ARTICLE VII – OFFICERS, AUTHORITY AND DUTIES**

Section A: The officers of the board shall be a Chairperson, Vice Chairperson, Secretary. The board will select the officers by a simple majority ballot vote of the current members each June following the board election. The officers shall serve for a one-year term.

Section B: The board shall have general administrative authority and such power as voted by the eligible voting membership. The board shall transact such business as may be necessary between general membership meetings. The board may create committees as needed. The board shall consider all matters concerning the welfare of Com-Link and present all recommendations to the voting membership for action.

Section C: The duties of the board shall be to work with the Chairperson to determine appropriate presenters and programs for Com-Link general meetings and in implementing said presentations and programs.

Section D: They shall assist the Chairperson as needed and they shall act as a liaison between the City and the Forum.

Section E: The board shall recommend expenditures as required and establish checks and balances for all expenditures.

Section F: Duties of the Officers

1) Chairperson

- a. shall preside at all general and board meetings.
- b. shall convene regularly scheduled board meetings.
- c. may appoint standing committees not otherwise provided for by the by-laws.
- d. shall have a copy of the Bylaws at all meetings
- e. shall arrange for speakers, lecturers, or other appropriate individuals, organizations, groups, etc., to present at general membership meetings.
- f. shall appoint a note taker to keep minutes in the absence of the Secretary.

- g. shall be responsible for the development of all agendas for all general and board meetings.
- 2) Vice Chairperson
  - a. shall preside at meetings in the absence of or at the request of the Chairperson.
  - b. shall assume the duties of the Chairperson if that position is vacated.
  - c. shall assist the Chairperson as requested.
- 3) Secretary
  - a. shall keep accurate records of all meetings and distribute them as requested by the board.

Section E: A Board quorum shall be a simple majority of those elected.

Section F: Confidentiality may be necessary for the best interests of the Com-Link board or because disclosure of the information could cause injury to the individuals. Board members and staff must respect the potential or real need for confidentiality in all instances.

### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

Roberts’ Rules of Order shall govern meetings. The Board may set aside parliamentary procedure by a simple majority vote.

### **ARTICLE IX - ADOPTION AND AMENDMENTS**

These By-Laws shall be adopted and amended at any general membership meeting of Com-Link by a simple majority vote of those neighborhood associations present; provided the amendment has been submitted in writing and reviewed at the previous general membership meeting.

Adopted: 3/23/00

Modified 1/23/02

Modified 2/20/05

Modified 2/24/05

Modified 2/07/07

Adopted 4/26/07