



Neighborhood Organization Application

Name of the Neighborhood Organization _____

Proposed boundaries _____

An organizational meeting (or annual meeting for existing Neighborhood Organizations) was held on (date)

Location _____ And was attended by how many residents of the Neighborhood _____

____ Attached is a petition to be recognized as a Neighborhood Organization signed by at least 20 persons owning or occupying property within the boundaries of the Neighborhood.

Existing Neighborhood Organizations may submit their membership rosters.

____ Attached is a copy of the bylaws adopted on _____
By a vote of _____ yes _____ no

The adopted bylaws, at a minimum, include rules governing the process and procedure for:

- A. The method by which officers are chosen;
- B. Membership and voting requirements;
- C. The regular annual meeting date and a method for amendment;
- D. A system through which the Neighborhood Organization will reasonably communicate with all eligible members on a regular basis. **Eligible members shall include all residents, (including business occupants) and owners of property within the Neighborhood's boundaries;**
- E. A system for financial accountability of its funds and records including maintenance of meeting sign-in sheets;
- F. Electing representative(s) of the Neighborhood Organization to represent the Neighborhood Organization in the Neighborhood Involvement Committee;
- G. Guaranteeing that all meetings will be open and public and will permit, to the extent feasible, every person eligible for membership to participate in the conduct of business, deliberation and decision-making; and
- H. Assurance that the members of the Neighborhood Organization will reflect the

diverse interests within their area.

The bylaws shall also describe the Neighborhood's boundaries. One Neighborhood's boundaries cannot overlap another Neighborhood's boundaries.

All bylaw changes must be filed with the City Manager.

Should the Neighborhood Organization adopt membership criteria or contribution obligations, the Neighborhood Organization must, nevertheless, give reasonable notice of all of its meetings to all property owners and residents within its boundaries. This may be an annual notice if all meetings are held on a regular basis.

____ Attached is a list of the officers/advisors, the office they hold, their addresses, phone number(s) and e-mail addresses.

Each certified Neighborhood Organization shall submit a report of its annual meeting to the City Manager within 30 days of the meeting and include a current copy of the membership list showing all members in good standing.

Name of person submitting this application _____

Address _____

Phone number _____

E-mail address _____

_____ **For internal use** _____

Date application received _____

This application meets the requirements for certification _____yes _____no

Authorized by the City Manager of the City of Palm Springs

David H. Ready, City Manager

_____ Date