

The following structure for the governance of the Imagine Kutzky Citizens Council, was generated by the Citizens Council on 7/13/05, and approved unanimously on 9/7/07, for the purpose of formalizing the operations of the Citizens Council as a Subcommittee of the KPNA:

Responsibilities of the Citizens Council:

- To carry out the implementation of the Imagine Kutzky Vision Plan.
- To guide and implement improvements within the Kutzky Park Neighborhood through educated and carefully thought out decision making.
- The Citizens Council will use the Imagine Kutzky Vision Plan as the basis for implementation decisions.
- If a decision is thought to be beneficial or necessary for the best interest of the neighborhood that is not in accordance with the Imagine Kutzky Vision Plan, this is to be presented to the KPNA and voted upon by the KPNA membership.

Membership and Governance Criteria for Citizens Council:

- **Number of Members:** Odd number of members, minimum of 7, maximum 11, not including staff.
- **Membership Criteria:**
 1. Members of Citizens Council must be KPNA members.
 2. Members of the KPNA wishing to serve on the Citizens Council must submit a letter of interest to the Citizens Council.
 3. A subcommittee of the Citizens Council will review letters of interest, and bring a recommendation to the full group for nomination and approval of new members.
 4. Term of service is two years.
- **Chair of the Citizens Council:**
 1. A Chairperson will serve in a leadership role for the Citizens Council, presiding over meetings, setting the agenda for meetings, and serving as the primary communication link between staff and the larger Citizens Council.
 2. This position may be shared by two people, creating Co-Chair positions.
 3. The Chairperson will be nominated and approved by the Citizens Council through a vote.
- **Voting:**
 1. Required action will be decided through a vote.
 2. For voting, a quorum must be present, majority of members must be in attendance to create a quorum.
 3. Voting is decided by majority rule.
 4. Staff will not vote.
 5. Advisory members will not vote
- **Advisory Members:**

1. Advisory members may be added to the Citizens Council based on a specific need for involvement from a given sector of the larger community.
2. Advisory members will be appointed at the discretion of the Citizens Council.

- **Meetings:**

1. Citizens Council meetings will be non-published.
2. Standing meetings will occur on the 1st Wednesday of each month, unless otherwise requested by staff or Citizens Council members.
3. Minutes from meetings will be published for review on the Kutzky Park website, or available upon request in hardcopy.