

What is required from the neighborhood?

A regular meeting time and place should be established. The minimum requirements are an annual meeting. Many neighborhoods meet on a regular schedule (i.e. first Tuesday of each month at 7:00 p.m.) and have meetings last no more than an hour.

You will need to choose/elect a leader. We need this person to be the representative that we will contact directly. Other officers can be a secretary, treasurer, vice-president, or whatever else your group feels will suit your needs.

Define your borders. You will need to decide what the boundaries of your association will be.

Notify the Neighborhood Empowerment Office of changes in neighborhood boundaries, meeting time, place, officers, etc. to ensure continued accuracy in our communication with your neighborhood.

While not required we suggest your organization adopt bylaws. They will set the standard and direction for your organization. They may be required sometime in the future. They can be simple or complex. Examples of its contents are the organization's purpose, name, meeting time, place, dues, duties of officers, etc. We can give you sample bylaws to assist you in developing your own bylaws.