

Guidelines

GARRETT HILL COALITION

Article 1 - Name

The name of this association shall be GARRETT HILL COALITION, located in Radnor Township, Pennsylvania and shall be referred to as the GHC throughout this document.

Article 2 - Purpose

The Garrett Hill Coalition (GHC) was formed on October 17, 2007 to change the planning process in the development of the Garrett Hill Master Plan and Zoning District so the people of Garrett Hill can direct and create the future of their community. The GHC wants to ensure that the Garrett Hill community will be protected from adverse zoning changes. Further, the GHC wants to seize the opportunity to preserve and enhance Garrett Hill.

With the adoption by the Radnor Township Board of Commissioners (BOC) of both the Garrett Hill Master Plan and the Zoning District Ordinances, and the appointment by the Radnor Township BOC of the Garrett Hill Implementation Committee (GHIC) as an ad hoc committee, the GHC moves beyond the original planning process to monitor, facilitate and support activities that will preserve and enhance Garrett Hill, including the implementation of the Garrett Hill Master Plan.

Article 3 – Goals

GHC will serve as a unifying body for residents and stakeholders within the Garrett Hill area with the following goals:

1. to promote community involvement and participation,
2. to establish and maintain lines of communication among the Radnor Township Board of Commissioners, other entities, and the community as stated in Article 2,
3. to advise the community about the important issues under consideration by the Garrett Hill Implementation Committee and the Board of Commissioners, Radnor Township staff and committees and/or other entities as they pertain to the implementation of the Garrett Hill Master Plan or the Garrett Hill community,
4. to provide a vehicle for the generation of revenues through fundraising activities to support the GHC's purpose as stated in Article 2, and
5. to advocate for the community for the implementation of the Garrett Hill Master Plan and Zoning District and as stated in Article 2

Article 4 – Membership

Section 1 – Eligibility: Any person who subscribes to the purpose and goals of the GHC and resides, owns property, or owns a business in the Garrett Hill neighborhood shall be eligible for membership.

Section 2 - Vote: Each member who is eligible and who is over the age of majority shall have the right to cast one vote.

Section 3 - Attendance: A voting member must be physically present in order to vote.

Section 4 - General Community Meeting: The GHC community shall meet once a year for business and/or the election of officers. Minutes must be taken at each general community meeting. Copies of the previous minutes will be provided at the following meeting and/or posted on the GHC website.

Section 5 - Special Community Meeting: A Special Community Meeting may be called by order of the Executive Board (composed of the GHC Officers) or the Chair. Further, a Special Community Meeting may be called by a majority of the members of the Executive Committee or by the same number from the members of the general community. At least five (5) days notice shall be given for such a meeting if a vote will be taken.

Section 6 - Voting Method: Voting may be done through a show of hands or acclamation for regular agenda items. When voting for officers or for action items, secret ballots may be used. Emergency voting on action items may also be conducted by in any manner that the Executive Board shall determine.

Article 5 – Executive Board, Executive Committee and GH Implementation Committee

Section 1 - Composition:

The Executive Board shall consist of five (5) Officers: the Chair, two (2) Vice Chairs, the Secretary, and the Treasurer.

The Executive Committee shall consist of the five (5) members of the Executive Board and the Chairs of the Standing and GH Implementation Committees.

The GH Implementation Committee is a Radnor Township ad hoc committee comprised of nine (9) members who are appointed by Radnor Township. The GHC may encourage people to apply to Radnor Township to fill vacancies of the GHIC.

Section 2 - Term of Office: Terms of office shall be two (2) years. There are no term limits.

Section 3 - Vacancies: A vacancy on the Executive Board shall be filled by a substitute appointed by a majority vote of the Executive Board until a GHC special election can be held at the next General Community Meeting or a Special Community Meeting.

Section 4 - Powers and Duties:

The Executive Board shall:

- a. be responsible for the conduct and management of GHC business,
- b. oversee adherence to guidelines and supervise activities of the GHC,
- c. appoint standing and ad-hoc committees as needed, and
- d. budget and approve all expenditures.

Section 5 – Executive Board and Executive Committee Meetings: The Executive Board or the Executive Committee shall meet at times designated by the Executive Board. The Chair may call an Executive Board Meeting at any time or upon the telephone or e-mail request of three (3) Executive Board Members. A notice of at least five (5) days shall be given unless the Chair deems it an emergency and the Executive Board unanimously agrees to hold the meeting. All meetings of the Executive Board and Executive Committee will be open to the public.

Section 6 - Quorum: The quorum for Executive Board or Executive Committee meetings shall be a simple majority of its members. The quorum for the General or Special Community Meeting shall be a simple majority of the GHC members present.

Section 7 – Minutes: Minutes must be kept at each General or Special Community Meeting, as well as each Executive Board or Executive Committee Meeting. Copies of the previous minutes will be posted and/or provided at the following meeting. The minutes will include a record of how every Board or Executive Committee member votes.

Section 8 - Communications: – Communications will ensure that the Garrett Hill Community will receive information through public notices, literature drops, e-mails, or the GHC’s website. Copies of Minutes will be made available during meetings and upon request.

Article 6 - Officers' Duties

Section 1 - Chair: The Chair shall coordinate all GHC activities and shall preside at meetings of the GHC and its Executive Board and Executive Committee. Further, the Chair shall have the general powers of supervision and management of the GHC which pertain to the office and such duties as may be designated by the Executive Board.

Section 2 - Vice Chairs: The Vice Chairs shall assist the Chair, including oversight of the work of GHC Committees, and shall assume the duties of the Chair in the Chair's absence.

Section 3 – Secretary: The Secretary shall be responsible for the minutes of Executive Board, Executive Committee, General Community, and Special Community meetings.

Section 4 - Treasurer: The Treasurer shall be the custodian of GHC funds and shall supervise the handling of funds of any enterprises of the GHC. The Treasurer shall keep proper financial records, report regularly to the Executive Board, to the Executive Committee, and to the GHC members, and pay budgeted requests as directed by the Executive Board.

Article 7 - Dissolution of Assets

The property of the GHC is irrevocably dedicated to community preservation and enhancement. No part of the GHC income shall ever inure to the benefit of any officer or member. Upon or during the preparation for the dissolution of the GHC and after payment of its debts and liabilities, its remaining assets shall be distributed to a non-profit fund, foundation, community group, or corporation selected by vote at a General Community meeting.

Revised and Adopted April 8, 2010