

Organize Your Neighborhood NOW!

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*A Training Program on How To Start and
How To Run A Neighborhood or Civic Association*



**MAYOR'S OFFICE OF
NEIGHBORHOODS**

225.389.3039.ext. 106

Contents

Table of Contents

I. Why Be Part of a Neighborhood Association?	1
II. Getting Started: Taking the First Steps	3
III. Recruiting Others: How to Get Your Neighbors to Join You	8
IV. Tips on Running Effective Neighborhood Meetings	10
V. The Bank Account	15
VI. Tips and Strategies to Develop Your Resources	16
VII. Your Local Government & How It Works	18
• East Baton Rouge Parish Mayor-President & Metropolitan Council	
• City-Parish Planning Commission	
• BREC	
• East Baton Rouge Parish School System	
VIII. Tips for Neighborhood Associations	24
IX. Important Contacts and Resources for Neighborhoods	26
X. Appendix A	29
Deed Restriction Information	
XI. Appendix B	30
Bylaws	

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Chapter One

Why Be Part of a Neighborhood Association?

Let's face it - times have changed. Neighbors don't know each other like they used to. Families are busier than ever. After school and work, they head indoors. On evenings and weekends, they congregate in the backyard rather than on the front porch. Our culture is more transient than ever - the average homeowner moves five times.

Fortunately, there is a new trend. More and more, we realize that getting to know our neighbors can have a powerful impact on our sense of community and our lives. Often, the first step is to join, or start, *a neighborhood association*.

You might ask, why be part of the neighborhood association when life is already so busy? Most of us are busy juggling family, faith, school, and work. But most of us also find that giving back - particularly to the very place we call home - is not only rewarding, but necessary. Giving back to

your own neighborhood means you keep your community strong. No matter the income level, appearance of a neighborhood, or composition of its residents, a neighborhood association can help a community become (or remain) a great place to live.

This manual was created to help you and your neighborhood launch or strengthen a civic or neighborhood association.

Good luck in your journey! Remember, great neighbors make great neighborhoods, and great neighborhoods make excellent cities!

TEN REASONS WHY NEIGHBORHOOD ASSOCIATIONS ARE IMPORTANT

1) You'll be organized before a crisis occurs, thus better able to defeat it. *Neighbors will be more successful at handling crime waves, zoning issues, and traffic problems if*

they're organized before problems occur.

2) Your crime rate will fall. *Neighborhood associations can hire private security patrols, host meetings that feature crime prevention tips, establish Neighborhood Watch groups, and inform neighbors on how to be prepared during crime waves. Plus, neighbors who know each other will look out for each other.*

3) The physical appearance of the neighborhood will improve. *Neighborhood associations can form beautification committees to keep up the appearance of the neighborhood. They can also notify the proper authorities on related issues, i.e., tree planting/trimming, trash pickup, or code violations. Organized neighborhoods also have a lower incidence of litter.*

4) You will protect your property values. *Strong neighborhood associations ensure that the area remains or becomes a great place to live.*

5) Neighborhoods with a common purpose are better able to participate in what happens in their area. *Good neighborhood associations learn how to work with developers so that new projects are designed not only to be profitable but are attractive and consistent with the area.*

6) Neighborhood associations are clearinghouses of information. *Deed restrictions, tree trimming, speeders, dilapidated housing . . . neighbors have numerous questions. Associations can be a resource that helps you determine the best way to respond.*

7) By forming an association, you will form a stronger local community.

8) You will get to know your neighbors. *All of us long for the days of being comfortable enough to borrow a cup of sugar from our neighbors. It's up to each of us to bring back this culture.*

9) You will have the satisfaction of knowing you are building a healthy community.

10) You will be able to better communicate with your elected officials and with city government. *Having an organized neighborhood association will give you a voice and a means to advocate for your position. When neighbors face a problem as a group, they can accomplish more.*

Chapter Two

Getting Started: Taking the First Steps

Are you interested in launching a neighborhood association but don't know where to start? The following information will provide you with some suggestions on how to get a brand new organization off the ground. Each group is different, so feel free to mold these techniques to fit your neighborhood's style. You might start with the following steps:

1. Identify a core group of neighbors
2. Hold an initial meeting with the core group
3. Recruit additional members
4. Hold your first official neighborhood meeting
5. Set your priorities as a group
6. Take action!

Step One: Develop a Core Group

To get started, you will need a small group of committed neighbors. When you have a commitment from three to 10 people, set up a meeting

at a comfortable location, such as someone's house or a nearby restaurant or coffee shop. Do this quickly, before your small group loses interest. Plan an agenda for an initial meeting together. Even if you're the one who has gotten the group together, remember to give everyone something to do.

Some neighborhoods, depending on when they were formed, have "deed restrictions." Many deed restrictions actually state what the neighborhood association is responsible for i.e., collecting mandatory dues. If your neighborhood is new, it's likely that you have deed restrictions. To find out more about deed restrictions, see Appendix A.

Step Two: Set up an initial meeting

With the help of your small group, begin to get the word out about your first neighborhood association meeting. (See Chapter Four for more information on

running meetings.) Remember to give at least two weeks notice to your neighbors. Plan a meeting that is not only informative but also fun. Consider making your first meeting a potluck dinner or a meeting at a neighborhood restaurant.

Step Three: Recruit additional members

Ask each of the core members of the group to recruit five more neighbors to join the association and to come to the next meeting. Depending on your neighborhood, you may also want to invite nearby business owners, principals of schools, or members of the faith community.

Set a date and spread the word! Now you're ready to share the news that the neighborhood is getting organized. Knock on doors; post a sign in your yard with the meeting time, location, and date; or post fliers in local businesses where neighbors shop. Concentrate

your energy on informing your neighbors about what you're doing and encourage them to attend the first official meeting.

Step Four: Hold your first official neighborhood meeting

It's important that your first meeting is organized, efficient, and fun. Remember, you want people to come back! Choose a time that is convenient for a majority of neighbors; don't make your agenda too long; and select a facility that is safe, centrally located, and has good parking. Try serving food, perhaps feature a door prize, and be sure to allow everyone a minute to introduce themselves so that people can begin to get to know each other.

MATERIALS AND SAMPLE AGENDA ITEMS FOR YOUR FIRST MEETING

Materials:

- Name tags
- Attendance sign-up sheet (ask people to write down their names and contact information so you can begin building a database of

neighbors)

- Flip chart and markers
- Agendas
- Committee sign-up sheet

Sample Agenda Items:

I. Welcome and Introductions

Ask participants to state their names, what they hope the neighborhood association will accomplish, where they live, and a talent or skill they bring to the group. While some people will say that they don't bring any skills, your job as facilitator will be to remind members that they each can help in a variety of ways, including things like spreading the word to others or helping post fliers.

II. Set your priorities as a group

During the first big meeting, you or another committee member should lead the group through a brainstorming activity that will help you determine what the organization's goals are. Some questions you might want to ask include:

- What are the most important issues to our

neighborhood?

- What do we want to accomplish in five years?
- What do we like about our neighborhood?
- What do we want to see change?
- What do we want our association to do?
- How often should we meet and what committees should we have?
- What speakers or topics would we like to see at upcoming meetings?

From this information, you will begin to see what is important to your group. For example, if the most important issue to the neighborhood is to improve the "neighborliness" between residents, then you will want to focus your first efforts on helping people get to know each other. The first step might be to form a social committee, whose members can begin to plan an event. Or, if the most important issue is crime, then your first project may be to start a Neighborhood Watch program or to get to know your community policing

officer from the Baton Rouge Police Department.

III. Forming Committees

Based on what you'd like to accomplish, you might form committees during the first meeting and ask new members to sign up for them. Pass around a clipboard and encourage everyone to sign up for something.

Possible committees include:

- Social, focuses on planning social events for the neighborhood and building relationships between neighbors
- Membership, focuses on continuously recruiting additional members
- Zoning, focuses on addressing issues on how adjacent properties are zoned
- Finance, focuses on collecting dues and good stewardship of finances
- Resource Development, focuses on obtaining donations, grants, or in-kind services from local partners

- Architectural, enforces any building restrictions the neighborhood may have
- Beautification, focuses on planting trees, flowers, etc. in common spaces and encourages neighbors to keep yards clean and attractive
- Nominating, presents a slate of officer candidates at the association's annual meeting

IV. Closing

Ask for remaining questions and comments and be sure to announce the next meeting date.

For more tips on running meetings effectively, as well as suggestions on how to get people to attend, please see Chapters Three and Four.

HOW TO ELECT OFFICERS

When you think the organization is ready, you should elect officers. When you first begin, there may only be a few of you, and you may, by default, become the first officers! There are more

formal ways to elect officers, which you may want to implement down the road. Generally, a "slate" of officer nominees is presented to the members of the association by a nominating committee. The committee has called each of the people it thinks would be best in each office and asked them to accept the nomination. At the meeting, the committee presents the slate of nominees and then opens the floor for other nominations from the association members. The call for additional nominations must be asked three times. If there are no nominations, the entire slate is voted on at this time. If there's only one candidate, you can simply have a show of hands. The proper way to call for a vote is: "All in favor/all opposed." If there is more than one candidate per position, or you want to keep the voting private, you can use ballots. If you have any questions about voting procedures, you can refer to information on parliamentary procedure by

obtaining a book on Robert's Rules of Order or visiting the Web site at www.robertsrules.com.

What are the different leadership roles in a neighborhood association and how long should their term length be?

Generally, the officers of an organization include a president, a vice president, a secretary, and a treasurer. Some organizations use the designations chairperson and vice-chairperson, rather than president and vice-president. Your association's own unique needs will determine how many and what types of officers you need. As a general rule, the length of a term of office is one year. Two or three years are good term lengths for board members.

The officers should then set a neighborhood association-meeting schedule. No matter how often you decided to meet, it's a good idea to have one big membership meeting, or annual meeting, once a year. This annual meeting is a

good time to re-examine the neighborhood's priorities and to take care of elections and other association business. Whatever you decide about your elections process, term lengths, etc. you should include this information in your bylaws.

ROLES OF ELECTED OFFICERS

President

- Presides over the association.
- Facilitates discussion.
- Involves all members.
- Serves as spokesperson for the group.
- Oversees the schedule of meetings and activities.
- Coordinates the activities of officers, leaders and committees.
- Arranges for a regular meeting time and place each month.
- Develops the meeting agenda.
- Arrives early to set up the meeting room.
- Exhibits good leadership qualities and is a role model to the members of the association.

Vice-President

- Presides at meetings and performs other duties in the absence of the president or chairperson.
- Assists president and performs various duties and participates on committees
- Arrives early to set up the meeting room.

Secretary

- Keeps accurate minutes or records of proceedings in all general meetings.
- Keeps membership files and attendance records up-to-date.
- Reads and writes letters for the association.

Treasurer

- Keeps up-to-date records of financial transactions.
- Receives and deposits funds in the association's bank account.
- Presents a report of finances at each general meeting.
- Plans a budget and presents it to the association for approval.

Important Reminders

IMPORTANT REMINDERS

These are a few recommended steps to follow as you begin to create or strengthen your neighborhood association. While it may seem difficult at first, developing your association will be exciting as people come together to address common problems and learn to work together as a group.

- 1. Building an organization is a process.** It cannot be done overnight. Be patient. Identify your priorities and build them step-by-step.
- 2. Set realistic goals. Start small and build upon what you accomplish.** As your organization grows, start setting higher goals.
- 3. How you treat people is crucial to your success.** By treating people with respect and honesty, people will be more likely to get involved in the organization.
- 4. Adapt the ideas and strategies outlined in this manual to the specific needs of your community and your organization.** Experiment with your techniques and note what works best for you and your neighbors.
- 5. Don't be discouraged by low turnout at meetings.** This is a common issue for neighborhood associations. Bear in mind that some people are interested in the success of the association and are willing to volunteer, but they don't like to come to meetings. Make a point to find all sorts of things for people to do.
- 6. Remember, people join neighborhood groups for a variety of reasons.** One of them is getting to know their neighbors better and to feel a sense of community. So as you build your organization, be sure to have fun!

Chapter Three

Recruiting Others: How to Get Your Neighbors to Join You

Getting participants to join your group is one of the biggest challenges for building a strong neighborhood association. This is one of those tasks that may require persistence. Remember, people join neighborhood associations for different reasons. Sometimes it just takes striking the right chord.

NINE WAYS TO RECRUIT MEMBERS:

1) Notice where the people who live in your neighborhood gather. It may be in coffee shops, corner stores, restaurants, churches, ballgames, or parks. Consider posting materials about upcoming meetings at places like these.

2) Be prepared to do a lot of talking. Do you take walks around the neighborhood? If so, then speak to people you pass and tell them what you're doing. Do you know

the people on your street? If not, then knock on their doors and get to know them!

3) Be inclusive. Remember to include ALL neighbors. This might include businesses, schools, churches, mosques, synagogues, and residents of all ages, including kids and the elderly. A narrow focus can often alienate the very people you'd like to get involved.

4) Welcome new people to the neighborhood. When you see newcomers moving into the neighborhood, make an effort to get to know them. Ask them to join a committee and attend the next meeting.

5) Bring in a youth component. Activities for young people let them know they are a part of the neighborhood, and they are cared about by the residents. This will also build their respect for community

values. Ask your neighborhood schools to provide ideas and appropriate activities.

6) Listen to the elderly. Often, the elderly cannot make it to meetings, particularly those held at night. However, they have a lot to say about the neighborhood, and their input is very valuable. Be sure to find ways for them to participate.

7) Listen and let everyone speak. Have an open forum for the first half hour for introductions and "icebreakers." This can make a big difference whether someone stays involved with the neighborhood association.

8) It is wise to establish a membership committee that concentrates on recruitment of participants. Growing, thriving associations must also have leadership that is geared toward building

recruitment strategies.

KEEP PEOPLE INVOLVED.

Keeping participants is just as important as recruiting them, and people will stay involved if they feel appreciated, if they feel useful, and if they like the direction the organization is taking. Be sure to give everyone something to do. If they don't volunteer for something, ask them to do something. You will be surprised at how committed people become when they have a role in producing the final product. Be sure to acknowledge their hard work publicly. Remember to thank them or give them a small token of appreciation.

Chapter Four

Tips on Running Effective Neighborhood Meetings

Board meetings, club meetings, PTA meetings, meetings with your boss, meetings with your co-workers, meetings, meetings, meetings! Who's not tired of going to meetings? Sometimes it seems like that's all we do these days.

But meetings don't have to be all bad. In fact, we must admit that when we attend productive, well run meetings, we leave feeling as though we've spent our time well. Be sure your neighborhood association strives to hold meetings that are a good use of your neighbors' time.

We've provided lots of ideas on how you can hold great meetings, but ultimately, you and your neighbors must decide what works for you. Consider meetings you've found effective and borrow from them as well.

HERE ARE 13 WAYS TO HOLD A SUCCESSFUL MEETING.

- 1) Choose a meeting time and date that suits as many members as possible.
- 2) Always develop a well planned agenda for the first meeting. A sample agenda is included at the end of this chapter.
- 3) Locate a place that is centrally located and familiar to the neighbors. The location is very important and can set the mood and friendliness of the meeting. Try to estimate number of attendees. The room should be comfortable but not so large as to make the people feel lost.
- 4) Set up the meeting room in advance. Tables and chairs should be in place when attendees arrive.
- 5) Display handouts near the entrance.
- 6) Check the room temperature.
- 7) Set up and test any equipment in advance.
- 8) Start on time. Don't penalize those on time by making them wait for latecomers. If you know some will be late, begin anyway, but start with the less important agenda items.
- 9) **STICK TO THE AGENDA!**
- 10) Don't overload the agenda.
- 11) If appropriate, include an opportunity for reflection. For some groups, this might be a prayer, the Pledge of Allegiance, or a moment of silence.
- 12) Limit meetings to about an hour or an hour and a half.
- 13) Make sure there is someone taking "minutes" (notes on what occurred) throughout the entire meeting.

MAKE YOUR MEETINGS TIME EFFECTIVE

Try the following three steps to make your meeting time effective:

- 1) In every meeting, appoint a timekeeper to make sure you stay on track, a recorder to take notes on a flip chart, and a facilitator to run the meeting. While officers usually perform these roles, it's also nice to involve others in the meeting as well.
- 2) Begin the meeting by saying, "We're going to get everyone out of here on time this evening. We've got a full agenda, but if we stay on track, we can do it."
- 3) Then review the agenda, which you have posted on a flip chart, with the group. Ask members how much time they would like to spend on each item. Have your recorder write the amount of time beside each item. As you move through the issues, the timekeeper will let everyone know when time is up. If the group finds it

necessary to keep going on an item a little longer, ask, "Does anyone object to us spending five more minutes on this issue?" If no one objects, then everyone is in agreement to devoting some extra time to that subject. Use this technique as you get through each of your agenda items.

ESTABLISHING VOTING RULES AND RULES OF ORDER

Whether you decide issues by majority voting or just by reaching consensus, you should decide in advance how your group will make decisions. Regardless, be sure that you always seek input from as many members as possible. It is very important that members feel that they have a voice.

Some groups, particularly relatively newer neighborhoods, already have voting rules spelled out in their "deed restrictions." If you do not have a copy of your deed restrictions, please see Appendix A for details on obtaining them. Other

groups have bylaws, which also include information on how groups vote. See the Appendix B for sample bylaws.

ROBERT'S RULES OF ORDER

One common method for bringing order to the chaos that sometimes dominates meetings is called Robert's Rules of Order. Robert's Rules are a system for running meetings that were created by an engineer named Henry Martyn Robert in 1876. Robert was asked to preside over a church meeting but found he was unsuccessful at keeping order. As a result, he developed what is known as Robert's Rules of Order, a set of meeting rules that millions of people still use to this day.

Robert's Rules suggests the following order for conducting business:

- Call to order
- Opening ceremony
- Roll call (optional)
- Reading and approval of the minutes
- Officers and standing committee reports

- Special committee reports
- Special orders
- Unfinished business
- New business
- Announcements
- Adjournment

Robert's Rules also has detailed instructions on how to make a motion, how that motion should be seconded, discussed, amended and voted upon.

The basic principles of Robert's Rules can be found in detail in the handbook, available at any bookstore or library, or on the Web at www.RobertsRules.com.

TAKING MINUTES

It is a good practice to keep minutes of meetings, which describe what happened and the decisions made. Minutes provide a written record and help people stay informed and on track. Minutes do not need to be in any particular form, but they should be clear about any decision made and list all who were present. Remember to state the name of anyone opposed

to the decision made. Minutes should be signed by the secretary of the meeting and accepted by the board at the next meeting.

If your neighborhood takes a position on an issue; i.e., zoning, a new development, new roads; then you may need a copy of the meeting minutes in order to defend your position.

PROMOTING MEETINGS

There are a number of ways to promote your meetings, but your group should find the method that works best for reaching everyone who lives in your neighborhood.

Six ways to promote your meetings:

- 1) Some neighborhoods have central gathering spots; i.e., coffee shops, barber shops, convenience stores; where you can post fliers
- 2) Post meeting dates in a newsletter
- 3) Purchase inexpensive signs to post in certain neighbors' yards that advertise the

meeting time, place, and location (with their permission, of course!)

4) Use a "phone tree" system to leave quick messages on your neighbors' answering machines

5) Send e-mails or text messages

6) Pass out fliers. Some neighborhoods employ a delivery service or hire young people to attach them to neighbors' doorknobs. (Note: it's illegal to place information in mailboxes.)

ATTENDANCE

Attendance is a common problem for neighborhood associations, particularly when there isn't a crisis going on. Many organizations experience ebbs and flows in attendance but stick with it! Don't be discouraged if turnout is less than what you want it to be.

Six ways to improve attendance at your meetings:

Inform people in advance what you'll be discussing;

that way they know you're organized. Tell them that you plan to start and end the meeting on time.

2) Determine a method to remind neighbors. Use phone calls, letters, and fliers.

3) Serve food!

4) Hold your meetings at a consistent time and place. For example, the last Thursday of each month at 6 p.m. at the Ebenezer Baptist Church Social Hall.

5) Make it fun. Hold a social event and have a meeting on the side. Easy social events include neighborhood potlucks or meetings at nearby restaurants.

6) Give many different people a role in running the meeting. Don't do everything yourself. Shared leadership is always better for attracting people to your group.

SAMPLE AGENDA

I. Welcome and Introductions President Mary Wells

II. Presentation and Approval of
Minutes Secretary Diana Ross
from last meeting (held July 21, 2008)

III. Committee Reports

A. Social Committee Chair, Smokey Robinson
Upcoming Thanksgiving Party
Neighborhood Directory Project

B. Zoning Committee Chair, Marvin Gaye
Adjacent lot being rezoned, please attend upcoming
Planning and Zoning Meeting

C. Resource Development
Committee Chair, Ronnie Spector

IV. Unfinished Business President Mary Wells
Distribution of neighborhood newsletter,
we need your help

V. New Business Vice President Leslie Gore
Possibility of creating neighborhood Web site

VI. Announcements, Comments, Adjourn Everyone

Meeting Checklist

MEETING CHECKLIST

Use this meeting checklist to be sure your meetings are organized.

- ___ Reserve room
- ___ Produce fliers and meeting notices (proofread to make sure you haven't left anything important out!)
- ___ Distribute notices two to four weeks in advance
- ___ Plan refreshments
- ___ Prepare and print agenda
- ___ Make directional signs to post the night of the meeting
- ___ Buy name tags
- ___ Make sign-in sheets that include name, address, phone number, fax number, and e-mail
- ___ If appropriate, obtain a microphone and podium
- ___ Appoint facilitator, recorder, timekeeper, greeters and refreshment servers
- ___ Create a poster with the date of the next meeting

Chapter Five

The Bank Account

If your organization is going to collect funds, it's best to open a group bank account for the organization. Over time, neighborhood associations accumulate money from different fundraising activities and from collecting dues. It's always best to have these funds in an independent account.

Here is how to open an account:

1. Once you've got your tax identification number, you can open an account on behalf of your association. If your group doesn't have this tax identification number, whoever opens the account will have to use his or her social security number and will be liable to pay taxes on the association's money.

2. Signature cards must be signed by the current president of the neighborhood association along with anyone else who will be signing on the bank account (usually another

officer). The board should also dictate who has signature authority on the bank account. This information should be ascertained and recorded in the minutes.

3. Along with your tax ID number, you will need other documents proving to the bank the legitimacy of your organization. These documents are bylaws, minutes and identification of the president or treasurer, such as driver's license, credit cards or passport. These are required to open any type of account.

4. When deciding on what type of account to open, consider these two tips:

- How often will we withdraw money?
- The amount of money you have. Do we have enough to keep a minimum balance in our account to avoid paying service fees?

Six

Chapter

Tips and Strategies to Develop Your Resources

Finding resources to implement the goals set by your neighborhood association are often challenging. Sometimes the task seems daunting, but resources are within reach. It just takes doing your homework and getting creative. The group should set goals for what it wants to accomplish and determine what expenses may be involved. Develop a list of needs and then decide on the most practical way of attaining them. For example, your group's list may look something like this:

SIX WAYS TO RAISE FUNDS:

1) Collect dues.

Many neighborhood residents give dues to their association voluntarily. Others are required to do so as stated in the Deed Restrictions (See Appendix A). No matter your situation, always produce a short annual report that states what dues have been used for and what percentages of neighbors are paying for dues.

2) Write grants.

There are a number of local neighborhood small grants programs. See the Resources for Neighborhoods section. Be sure to ask these groups if they offer technical assistance before you submit a grant. Don't be afraid to ask questions. Often, grants look more complicated than they actually are.

3) Seek donations.

Many businesses are willing to throw a few dollars toward your projects - particularly if they know you have a variety of other sources. Be sure to give everyone who donates a lot of free press.

4) Seek "in-kind" donations.

Instead of money, many stores/companies may be willing to donate something that they sell. In fact, in-kind donations are usually easier to obtain than cash. Consider asking a business to donate materials, supplies, services, or even to volunteer their personal time and skills to help the neighborhood.

Need	Cost/Item	Funding Sources
Supplies for a neighborhood tree planting project	1. \$250 - plants/trees 2. \$100 - other supplies 3. \$60 - load of dirt	1. Donated from neighborhood nursery 2. Supplies loaned by neighbors 3. Load of Dirt - dues
Neighborhood Newsletter	1. \$250 - printing 2. \$170 - postage	1. Donated by local printer 2. Postage - dues
Security Patrol	1. \$1000 - patrol	1. Dues

5) Partner with local businesses. Find mutually beneficial ways of getting resources from businesses. For example, if a restaurant or grocery store donates free food to your event, be sure they receive a lot of free publicity. Ask a printer to publish your newsletter and allow them to put their logo on it.

6) Get creative. You can do lots of things "on the cheap." Instead of buying food for an event have a potluck. Ask your board to "pass the hat" to obtain some seed funds. Host holiday home tours or garden tours where children can set up lemonade stands, sell advertising in your newsletter. Hold a neighborhood rummage/yard sale to benefit the organization. Start slowly and build momentum. There are many ideas out there.

Chapter Seven

Your Local Government and How it Works

THE IMPORTANCE OF UNDERSTANDING YOUR GOVERNMENT

It is crucial for civic associations to be familiar with local government, since it impacts many issues neighborhoods are most concerned about.

Neighborhood associations should make themselves familiar with the Mayor-President, their Metropolitan Council member, and the various boards and commissions, like the School Board, the Parks and Recreation Commission (BREC), and the Planning Commission, which all influence quality of life.

BATON ROUGE'S MAYOR-PRESIDENT

To contact the Office of Mayor-President Melvin L. "Kip" Holden, please call, 389-3100 or e-mail him at mayor@brgov.com.

The Mayor-President is the City-Parish's Chief Executive Officer, as he sets the city's agenda, vision, and manages

its day-to-day functions. He appoints most of the department heads and supervises and directs the services of those departments. He also prepares and submits the annual budget to the Council. As one of only 50 mayors of state capital cities, our mayor represents Baton Rouge throughout Louisiana, the U.S., and the international community.

If you would like to invite the Mayor to speak at an upcoming meeting or attend an event, please fax your request to 389-5203 or send an e-mail to mayor@brgov.com. Please type "Request Mayor's Attendance" in the subject line.

THE EAST BATON ROUGE PARISH METROPOLITAN COUNCIL

To contact your Metro Council Member, refer to the list below or call the Council Administrator's office at 389-3123.

Your East Baton Rouge

Parish Metro Council is responsible for a number of issues, including setting the policy of the City-Parish, establishing local sales taxes, setting the salaries of police officers, approving whether a piece of property is ultimately rezoned and more. One of the biggest responsibilities of the Metro Council is approving how the city spends money. Each fall, the Mayor-President submits the City-Parish's budget for Council's review (in 2008, the budget totaled \$678 million.) In the event there's a surplus of revenue, the Council also decides how the funds should be spent.

When it comes to passing new legislation, or "ordinances," it is Metro Council members who start the process. Many of the items members introduce come first from constituents, so it's important to keep your Council Member updated on how you and your neighbors feel about a certain issue.

Where and when the Metro Council meets

The Metro Council holds its scheduled public meetings in the Metropolitan Council Chambers located on the 3rd floor of the Governmental Building at 222 St. Louis Street on Wednesdays of each month.

The Metro Council has historically established two standing committees. The two committees, the Finance and Executive Committee and the Capital Improvements Committee, are comprised of five and six council members, whose membership is established by Council resolution at the start of the term. Chairmanship of the committee rotates every eight months and committee

assignments change after two years. This gives all council members an opportunity to serve as chairman of a committee and to serve on both committees. The Mayor Pro Tempore does not routinely sit on the committees but may do so to make a quorum. The committees meet the first and third Wednesdays of the month, beginning with Finance and Executive at 2:30 p.m., followed by Capital Improvements at 3:30 p.m.

The full Metro Council meets on the second and fourth Wednesdays of the month at 4 p.m. in the Council Chambers. The Metro Council meets on these days with the following exceptions:

- The Metro Council normally schedules two yearly breaks, canceling the first two weeks of meetings in July and the last two weeks of meetings in December, and
- The Metro Council usually moves the November meeting immediately before Thanksgiving to the Tuesday of the same week.

In addition, the full Council sits as the Zoning Committee to consider zoning related issues referred to it from the

Planning Commission. This meeting is held in the Council Chambers on the third Wednesday of the month at 4 p.m., following the Capital Improvements Committee meeting.

There are no meetings on the fifth Wednesday of the month.

“Public hearings” give the community a chance to speak on topics they feel strongly about. Public hearings are held on all sorts of issues, including road projects, appropriating money and levying taxes. Before a public hearing takes place, the item is introduced by a Council Member then approved by the body for discussion at a later date. In that interim period, the date and time of the public hearing are announced, both in the newspaper and through postings in the Governmental Building. **You can check the City of Baton Rouge’s Web site for upcoming Council agendas, www.brgov.com.**

HOW TO CONTACT YOUR METRO COUNCIL MEMBERS

District 1		389-5170
District 2		389-8331
District 3		389-5162
District 4		389-5166
District 5		389-4831
District 6	Ms. Donna Collins-Lewis	389-5165
District 7	Ms. C. Denise Marcelle	389-3182
District 8	Mr. Mike Walker	272-9088
District 9	Mr. Mr. Joel Boe	389-4688
District 10	Ms. Tara Wicker	389-8720
District 11	Ms. Alison Cascio	389-5169
District 12	Mr. Rodney “Smokie” Bourgeois	389-4697

Please see the updated list early in this document

PLANNING AND ZONING INFORMATION

Planning means many different things to different people. Planning deals with land use, community and neighborhood development, and revitalizing older, possibly historic areas in our community. For many years planning was thought to be something done by professionals only, but as times change, it is realized that public participation is a necessary component when creating healthy, strong, and safe neighborhoods. Living in a democracy requires giving back and getting involved, and it is important that neighborhood associations communicate in a public forum, such as Planning Commission meetings, in order to make a difference.

The Horizon Plan

The Horizon Plan, the 20-year "Comprehensive Land Use and Development Plan", is at work in East Baton Rouge Parish as a "blueprint for the future" by serving as a guide for officials making decisions about land use and development within the City-Parish. The Horizon Plan, adopted by the Metropolitan Council on

January 7, 1992, focuses on planning elements such as land use, transportation, drainage, environment, recreation, housing, public services, and health and human services. Although the Planning Commission is responsible for the coordination of the entire plan, the implementation of the Horizon Plan involves many local agencies, organizations, and initiatives. A prime objective of the Horizon Plan is the development and maintenance of clean, healthy, safe neighborhoods with a positive community image for all parts of the Parish.

Planning Commission meetings

If your neighborhood feels there is a problem with a rezoning issue or a new development and this issue would have a negative impact on your health, welfare, and safety, it is very important that your group approach the Planning Commission. It is important that you take advantage of your right to speak in a public forum, but it is much more effective to know the correct procedure when speaking in front of the Planning Commission.

MEETING PROCEDURES FOR PLANNING COMMISSION MEETINGS

Adopted on January 22, 2002

When you are approaching the podium at the Planning Commission meeting, be prepared to give concise, precise information, because you only have a few minutes to explain your case. Don't be redundant with your argument. Don't talk about the people that the development will affect, the Planning Commission is more concerned with the direct land use issue at hand. Listed below are the procedures that the Planning Commission expects the proponents as well as the opponents to follow when approaching the podium.

HOW TO CONTACT THE PLANNING COMMISSION OFFICE

Troy Bunch, FASLA, Planning Director

1755 Florida Street, 3rd Floor

Baton Rouge, LA 70802

Phone: 225-389-3144

Fax: 225-389-5342

Web Address: www.brgov.com/dept/planning

Email: planning@brgov.com

Planning Commission Members:

TBA, chair*

Herb Gomez, Vice Chairman 761-2000

Ervie Ellender 926-3681

Kathleen Callaghan*

Frank Muscarello*

W.T. Winfield 383-0822

Laurie Marien 223-6667

Audrey Nabors-Jackson*

* Prefers to be contacted through the Planning Commission.

See p. 23a for
information
updated July 2013

1. A statement setting forth the applicant's proposal, together with the Planning Commission staff recommendation will be made by the Planning Director and staff after which the applicant and the public will be heard.

2. Each speaker, before speaking on the proposal, shall give his or her name and the address and state that he/she is representing. Anyone speaking as a civic association representative shall document that their presented views are those of the organization. A resolution or official minutes from the organization are acceptable forms of documentation.

3. Applicant and applicant representatives for the proposal will speak first for a period not to exceed fifteen (15) minutes.

4. Proponents for the proposal will speak next and a period of three (3) minutes will be allowed for each proponent not to exceed fifteen (15) minutes in total time.

5. Opponents or other interested parties will speak second and a period of three (3) minutes will be allowed

for each opponent. There will be no limit to the number of persons who may speak, but speakers are encouraged to avoid duplication in their presentations.

6. Applicant will be allowed a total period of five (5) minutes to offer rebuttal. Opponents will not be allowed to rebut.

7. This procedure shall be followed except at such time when the presiding officer may extend such time limitation in exceptional and unusual cases.

8. The Planning Commission members may ask any questions and make comments, but are urged to cooperate in an effort to spend no more than fifteen (15) minutes in discussion of a case after all speakers have been heard.

9. Items are placed on the Consent Agenda by the Planning Commission will not have time allocated for speaking, unless there is a member of the public present at the meeting who wishes to speak on the item. In such cases, the proposal will follow the standard procedures.

BREC INFORMATION

BREC operates public park and recreation facilities and programs throughout East Baton Rouge Parish. This award-winning agency is a member of NRPA (The National Recreation and Park Association) and has been nationally accredited and recognized as one of America's premier recreation and park departments. BREC maintains 186 neighborhood parks that feature a wide variety of quality facilities with family-oriented leisure activities for all ages and population groups.

Committee Appointments

BREC relies on volunteers to serve as advisors on these committees. Each department director at BREC receives advice and direction from 8 committee volunteers and 2 or 3 commission members. This is a fantastic way to hear the voice of the community when planning the actions of the park system! If you are interested in serving on a BREC committee, then please call 273-6420.

Commission Board

The Commission is composed of nine members, six of whom are appointed by the Metro Council – two each year – to serve a three-year term; and three of

whom are ex-officio members, these being the Mayor-President, a member of the School Board and a member of the City-Parish Planning Commission. The Commission members receive no compensation for their services, but accept their appointments in the interest of civic betterment.

BREC - Nationally Accredited - A Gold Medal Winning Agency

BREC is one of the few parks and recreation agencies in the country to win the prestigious Gold Medal Award twice. BREC won this award, given for excellence in parks and recreation administration in 1975 and 1991. BREC has also been a national finalist for this award twelve other times: 1969, 1970, 1971, 1972, 1973, 1974, 1998, 2000, 2001, 2002, 2007 and 2008. BREC is also one of only 27 agencies across the country that have been accredited.

History of BREC

The Recreation and Park Commission for the Parish of East Baton Rouge was created by a State Legislative Act in 1946 as a separate and distinct body whose purpose is to develop,

HOW TO CONTACT THE RECREATION AND PARK COMMISSION

William G. Palmer, Superintendent

6201 Florida Boulevard
Baton Rouge, LA 70806
Phone: (225) 273-6420
Fax: (225) 273-6419
www.brec.org

See p. 23a for
information
updated July 2013

Commission Members

Collis Temple, Jr., Chairman	
William Benedetto, Vice Chairman	
Bettsie Miller, Treasurer	
John Allphin	Verge Ausberry, Jr.
David Guillory	Darryl Robertson
Audrey Nabors-Jackson	Kenith Woodall

maintain and operate public park and recreational properties and facilities for all the people in East Baton Rouge Parish. BREC is a political subdivision of the State of Louisiana and does not operate under the City-Parish Government.

Operating Funds

Money for financing land purchases, construction of facilities, maintenance, and the operation of many varied programs is obtained from taxes voted by the citizens of East Baton Rouge Parish and from income from facilities, concessions and programs. Other funds come from local governmental agencies and the Federal Government.

School System Information

Since becoming the largest public school system in the state of Louisiana, and among the top 100 nationally, the East Baton Rouge Parish School System has continued to implement the goals of the Strategic/Accountability Plan. We base our daily focus and operations on increasing student achievement.

The East Baton Rouge Parish School System, which serves the Greater Baton Rouge area, is composed of 86 schools with an enrollment of approximately 46,000 students in Pre-Kindergarten through grade 12. Total enrollment includes a diverse population of students in Regular, Gifted, Talented Arts, English as a Second Language, Magnet and Vocational Education programs. In addition, there are Exceptional Student classes for challenged students up to age 22. EBR also serves more than 5,000 Adult Education students annually.

To help meet the need of educating our citizens, there are approximately 6,300 full-time employees with more than 3,400 teachers. Of those teachers, 49% hold

advanced degrees. More than 96% of the EBRPSS teachers are either state certified or highly qualified by the Federal No Child Left Behind definition.

School Board Information

Twelve School Board Members oversee the inner-workings of the school system and make decisions related to the operations of the school system. The School Board holds regular meetings on the third Thursday of every month at 5 p.m. in the Board Room of the East Baton Rouge Parish School System's Central Office. The office is located at 1050 South Foster Drive. In addition to the regular School Board Meetings, there are numerous committee meetings held throughout the month. This information can be found on the School Board Web site. The address is: www.ebrschools.org. The public is welcome, and encouraged, to attend these meetings.

Attending Meetings

If there is an issue that your organization feels should be addressed by the School Board, before the date of the school board meeting you must call your Board Member or the Superintendent to request

HOW TO CONTACT THE SCHOOL BOARD MEMBERS

Board Member Office (225) 922-5567
Superintendent's Office (225) 922-5618

School Board Member Information:

District 1 Derrick W. Spell, M.D.
District 2 Vereta Lee
District 3 Darryl Robertson
District 4 Tarvald Smith
District 5 Jonathan C. Augustine, Vice President
District 6 W. T. Winfield
District 7 Noel Hammatt
District 8 Greg Baldwin
District 9 Jerry Arbour, President
District 10 Jill Dyason
District 11 Randy Lamana
District 12 William P. "Bill" Black

See p. 23a for
information
updated July 2013

that your issue be added to the next meeting's agenda. When you attend a School Board meeting and would like to speak on an agenda issue, you can simply approach the podium and speak on the issue at hand when it is time for public input. You are permitted a three minute time limit in which to speak on your issue. Although there are many important issues, you must speak only on the item that is being discussed.

**HOW TO CONTACT THE
PLANNING COMMISSION OFFICE**

Troy Bunch, FASLA, Planning Director
1100 Laurel Street, Suite 104
Baton Rouge, LA 70802
Phone: 389-3144, Fax: 389-5342
www.brgov.com/dept/planning
planning@brgov.com

Planning Commission Members:

Councilwoman Tara Wicker, Chairman
W.T. Winfield, Vice Chairman
Darius Bonton, P.E.
Dr. James Gilmore, Jr.
Sara Holliday-James
Laurie Marien
Steven Perret
John J. Price
Martha Jane Tassin

EAST BATON ROUGE PARISH SCHOOLS

Superintendent's Office (225) 922-5618
<http://www.ebrschools.org/explore.cfm/home/>

School Board Member Information:

Board Member Office (225) 922-5567
<http://schoolboard.ebrschools.org/>

District 1 David Tatman, President
District 2 Vereta Lee
District 3 Dr. Kenyetta Nelson-Smith
District 4 Tarvald Smith, Vice President
District 5 Evelyn Ware-Jackson
District 6 Craig Freeman
District 7 Barbara Freiberg
District 8 Connie Bernard
District 9 Jerry Arbour

**HOW TO CONTACT THE
RECREATION AND PARK COMMISSION**

Carolyn McKnight, Superintendent

6201 Florida Blvd, Baton Rouge, LA 70806
Phone (225) 273-6420, Fax (225) 273-6404
www.brec.org info@brec.org

2013 Commission Members

Kenneth Riche, Chairman
Verge Ausberry, Jr., Vice-Chairman
Carlos Sam, Treasurer
Lloyd Benson
Craig M. Freeman
David Guillory
Laurie Marien
Larry Selders
John Taylor

Chapter Eight

Tips for Neighborhood Associations

1. Stay focused on the big picture. Set goals each year. Have subcommittees work on these goals.

2. Start and stop meetings on time. Have a printed agenda.

3. The best way to recruit new members is one at a time.

4. Topics for the membership at large meetings should be relevant and varied.

5. Committee chairs and project heads are important positions for developing new leaders.

6. Celebrate accomplishments. Be sure to let the neighborhood learn about even small victories. It helps them understand the value of the organization.

7. Recognize the contributions of neighbors. Thank them. Their contributions can include organizing an event or

social, recruiting members, improving common landscaping areas, conducting a neighborhood-wide survey, checking on a homebound neighbor, producing a newsletter, running the Web site or list-serve, heading a committee and working on a committee. Recognize individuals from outside of the neighborhood who have helped in some way. This could include officials, news media, and others.

8. Listen respectfully to all the residents. Find out their interests, talents and needs. A door-to-door-survey is a good way to do this. It encourages them to take a greater interest in the organization too.

9. Sponsor activities that bring neighbors together. Activities that have been sponsored by neighborhood associations in Baton Rouge include potluck lunches and dinners, sometimes with prizes for the best dessert (or best red, white and blue

food for 4th of July), hot dog barbeques, ice cream socials, roller skating for the kids, Halloween parades at a social before Halloween, crawfish boils, music and games in the park, a pizza party where the association bought the pizza and everyone else brought drinks and dessert, Mardi Gras Parades, 4th of July Parades, Easter egg hunts, Christmas caroling, Christmas photos with Santa, ladies tea and recipe swap, and wine and cheese parties for adults. Other ideas are block parties and progressive dinners.

10. Strong relationships build strong organizations.

11. The organization helps you and you help it.

12. Dealing with problems in a meeting:

- Don't penalize those on time by making them wait for latecomers. Go ahead and start the meeting with a less important item on the agenda. Doing so will

reinforce the behavior of those who come on time.

- When a point is being discussed too long summarize it or suggest tabling the question for a later time.
- When two members get into a heated discussion summarize the points made by each and turn the discussion back to the group, inviting the two to stay after the meeting to talk about it more.
- When coping with a "one man show" interrupt with a statement giving the speaker credit for his contribution and politely ask him to hold his other points until later. You might say, "You have brought up many points that will keep us busy for a long time. Would anyone like to take up one of these points?"
- If a member consistently gets out of hand let them know that they may speak for only a certain amount

of minutes. When their time is up thank them and continue on with the meeting even if they continue talking. They will quit eventually. If they continue ignore them. At the next meeting do the same thing. At each subsequent meeting they should talk less and less. If they don't get the attention they are aiming for they should stop.

- When a speaker drifts from the subject you may 1) interrupt, give credit for the idea, but explain that this is a departure from the main idea; 2) propose to the group the question of whether it wants to stray from the outline or follow it or; 3) bring the discussion back to the topic by using related ideas as the transition.
- When a member has difficulty expressing himself or herself build his/her confidence by showing appreciation for

what he/she has said and then rephrase the material with a preface such as, "Is this what you mean?"

"People support what they help to create."

- Anonymous

Chapter Nine

Important Contacts & Resources for Neighborhoods

Updated July 2013

Your City-Parish Government

Department/ Division

Phone

Fax

311 Call Center	389-3090	389-2199
Airport – Baton Rouge Metropolitan	355-0333	389-2334
Alcohol Beverage Control	389-3364	389-7869
Animal Control Center	774-7700	774-7876
Assessor's Office	389-3920	389-3928
Baton Rouge City Parish Website... www.brgov.com Information about departments, officials, ordinances, maps and more		
Battered Women's Program... info@stopdv.org	389-3001	358-3444
BREC... www.brec.org	272-9200	273-6404
Capital Area Transit (CATS)... www.brcats.com	389-8920	389-8919
Children & Family Services (La Dept) www.dss.louisiana.gov/ Report child abuse...1-855-452-5437 DCFS Customer Service: 1-888-524-3578 EBT Card Customer Service: 1-888-997-1117		
Citizens' Services "Call Center" 311 or 389-3090, after hours: 389-2070		
City Court	389-5279	389-7656
City Prosecutor	389-3119	389-7604
Community Development	389-3039	389-3939
Constable's Office	389-3004	389-3029
Council Administrator/Treasurer's Office	389-3123	389-3127
Council Budget Office	389-3051	389-5450
District Attorney	389-3470	389-5982
District Court – 19 th Judicial District	389-4700	389-4774
Downtown Development District	389-5520	389-5523
East Baton Rouge Parish School System... ebrschools.org	922-5400	922-5499

Department/Division

Emergency Medical Services (911)	389-5155	389-5235
Family Court	389-4681	389-4952
Finance Department	389-3084	389-5673
Fire Department (911)...www.brgov.com/dept/fire/	354-1400	354-1427
Head Start...www.brgov.com/dept/headstart/	358-4504	358-4600
Health Unit	242-4860	
Homeland Security and Emergency Preparedness www.brgov.com/dept/oep/	389-2100	389-2114
Human Development & Services www.brgov.com/dept/dhds	358-4512	356-7868
Human Resources	389-3141	389-4962
Job Info Line (City Parish)	389-4980	
Juvenile Services...www.brgov.com/dept/juvenile	356-4471	354-1273
Library (Main – Goodwood)...www.ebr.lib.la.us	231-3740	389-3788
Library Information Service	231-3750	231-3736
Mayor’s Office (Baton Rouge)	389-3100	389-5203
Mayor’s Office of Neighborhoods neighbors@brgov.com	389-3039, ext. 106	389-3939
Mosquito & Rodent Abatement	356-3297	356-9864
Parish Attorney	389-3114	389-5554
River Center Parking Garage	389-3306	389-7811
Planning Commission	389-3144	389-5342
Police Department (Dispatch)	389-2000	389-7630
Public Works	389-3158	389-5391
Recycling Office... www.brgov.com/dept/recycle/	389-5194	389-8332
Registrar of Voters	389-3940	
Service Fee Business Office (sewer & solid waste bills)	389-5378	389-5455
Sheriff’s Office...www.ebrso.org	389-5000	389-8340
SNAP (Supplemental Nutritional Assistance Program)	(888) 524-3578	
Social Services...www.brgov.com/dept/oss (available at community centers)		
State Information	342-6600	
Vital Records	242-4864	

Other Resources Your Neighborhood Association May Find Helpful

Arts Council of Greater Baton Rouge... www.acgbr.com	344-8558
Supports Arts Grants, Area Arts Events	
Baton Rouge Area Foundation... www.braf.org	387-6126
501(c)3 corporations may apply for grants/scholarships	
Capital Area United Way... www.cauw.org	383-2643
Volunteer United (formerly Volunteer Baton Rouge)	382-3507
Help Referrals	211 or (877) 923-2114 or (225) 923-2114
Helpline (Crisis Chat, The Phone, Education & Training) brcic211.org	211
Crisis Intervention & Suicide Prevention	924-3900
Capital Corporate Recycling Council... recycle@cacrc.com	379-3577
Accepts used/broken PCs, televisions, cell phones for recycling or disposal	
Sells rebuilt PCs if meet criteria... www.computersforfamilies.org	
Center for Planning Excellence (C-PEX)... www.cpex.org	267-6300
Helps LA communities realize their visions for brighter futures	
Federation of Greater Baton Rouge Civic Associations... www.fgbrca.org	926-1459
Umbrella organization that provides services to its member associations.	
Keep Baton Rouge Beautiful... www.kbrb.org ... emick4349@att.net	381-0860
Keep Baton Rouge beautiful through education and community involvement	
Louisiana Association of Non-Profit Organizations (LANO)	343-5266
Membership organization, advocacy group and technical assistance provided to all non-profit organizations throughout the state.	
Mid City Redevelopment Alliance... www.midcityredevelopment.org	346-1000
To promote and develop growth and renewal of Mid City. Small business façade grants, homebuyer counseling, neighborhood clean-ups and fix-ups.	
Urban Restoration Enhancement Corporation... www.urecbr.com	356-8871
Affordable Housing, Small Business Training and Youth Development opportunities	
VIPS, Volunteers in Public Schools... www.vips.ebrschools.org	226-4700
EveryBody Reads... everybodyreads@ebrschools.org	226-4703
Individualized Reading Assistance	
EveryOne Counts... everyonecounts@ebrschools.org	226-4701
Individualized Math Assistance	

Appendix

DEED RESTRICTION INFORMATION

What are deed restrictions and how are they helpful to me?

Deed restrictions or homeowner covenants are private land use controls included as part of the property title. A covenant restricts the property use and is enforceable usually by legal action taken by other property owners in the same subdivision. The City-Parish does not have the authority to enforce private deed restrictions or homeowner's covenants. If you have questions concerning deed restrictions, contact an attorney. Civic Associations often recruit lawyers who live in the neighborhood to volunteer their services.

While threatening letters from attorneys do help to encourage homeowners to conform to subdivision's requirements, enforcing deed restrictions can take some time. Problems can be prevented if more homeowners are familiar with the content of your deed restrictions. Be sure your Board keeps plenty of copies available for both new and

existing homeowners.

What are the steps to finding the deed restrictions in my subdivision?

1. Go downtown to the Governmental Building: 222 St. Louis St., Baton Rouge, LA 70802, Phone: 389-3950
2. Proceed to the Basement of the building to the Clerk of Courts office.
3. Enter the Clerk of Courts office/Public Service Department and Conveyance Records Department (room B-115).
4. Ask to find deed restrictions for a certain subdivision. All deed restrictions are listed by subdivision. If you don't know the name of your subdivision, there are two ways to retrieve this information. You can either find the name of the subdivision on your bill of sale, or you can bring your address to the Clerk of Courts office when you go to get a copy of your deed restrictions.
5. Once you are in the office and have the name of your subdivision, you will be led

Appendix A

to the computers where you will find all information concerning deed restrictions for that specific area.

6. First, look at the function keys at the top of the computer's keyboard. Press the F14, which is the Inquire Restrictions key.

7. Then, you must type in the name of the subdivision.

8. Press the PF1 key, which is the key that you want to press to proceed. This key is the indent key and is located on the top/left hand side of the keyboard.

9. Now, you should have a "bundle number" (book #) and an "original number" (page #). These numbers will lead you to microfilm holding area which houses deed restriction information that you are looking for.

10. Pull the microfilm from the holding area and simply insert the "bundle" into the micro image terminal. And, begin your search.

11. If you have troubles, there is a help desk that will assist you with any snags you may face.

Appendix

Appendix **B**

BYLAWS OF

1. PURPOSE

The purpose of this organization is as set forth in Article III of the Articles of Incorporation as to otherwise engage in any lawful activity not prohibited for tax-exempt, non-profit corporations, in particular those activities which shall ensure maintenance of the character and integrity of the single-family residential character of the area represented as well as the properties within the boundaries delineated, and improve the overall appearance, security, and quality of life enjoyed therein, to include cooperation with other civic and community organizations in furthering the improvements and development of the area consistent with the purposes as set forth in the Articles of Incorporation in ensuring a local government responsive to the needs and welfare of the individual citizens of the area represented as well as those in _____ Parish.

2. AREA

The area served by this organization shall be the area encompassed by the following streets and roads:

- On the north by
- On the south by
- On the east by
- On the west by

3. MEMBERSHIP

Membership shall be on a calendar year and shall be limited to one vote for each single-family dwelling unit or property owner located within the geographical area defined above, based upon receipt of dues. Said dues shall be set from time to time by the board and shall be required to have been received at least one month prior to the annual meeting to entitle the single-family unit or lot owner to its one vote for the election of directors and other matters considered by the general membership at the annual meeting.

4. VOTING

Each member at the annual meeting shall have one vote, and each director elected shall have one vote. Written proxies will be accepted provided that they are filed with the secretary before the meeting or at the beginning of the meeting at which the proxies will be used.

5. BOARD OF DIRECTORS

The Board of Directors shall include the officers of the association and shall be elected for a term of one year at the annual meeting, with the term of office to begin on the first day of the month

following the annual meeting. The initial Board of Directors shall consist of at least three directors but not more than seven directors, but the number elected shall always be an odd number. The Board of Directors shall have the power to remove any director who misses three consecutive meetings and may appoint a director to complete the term of a director who has been removed or who has resigned or may leave the position vacant, with a quo-rum being a majority of the remaining directors.

6. OFFICERS

The officers shall be elected by the Board of Directors at their first meeting in the month in which the new officers assume office, with the exception that a vice-president/president-elect may be selected to provide for a more efficient succession of officers.

The offices and duties shall be as follows:

President - Preside at all meetings, including the Board of Directors meetings where the president shall be considered the chairman of the board, and otherwise perform all duties incident to the office.

Vice-President - The corporation may have more than one vice-president upon the determination of the board. The executive vice-president shall act on behalf of the president in the president's absence and shall otherwise assist in zoning and general public affairs. The assistant vice-president shall oversee membership and recordation of membership for determination of voting rights at the annual meeting and shall assist in development of communication between the membership and the other affairs of the area represented.

Secretary - The secretary shall keep the minutes of the meetings, send out notices of meetings and other matters, assist the president in preparing agendas for the meetings, and maintain correspondence and membership records.

Treasurer - The treasurer shall receive income from dues, donations, and fund-raising efforts, and shall disburse funds in accordance with the determination of the board of directors. The treasurer shall also maintain a current financial report and ensure compliance with IRS regulations regarding non-profit corporations.

7. COMMITTEES

The president shall appoint chairmen of the following committees, with the appointee serving until a new president assumes office. Committee members need not be directors. The following shall be regular standing committees, with other committees created from time to time as needed:

Executive Committee - A policy-making committee consisting of the current officers and the immediate past president.

Membership Committee - A committee whose purpose is to increase membership and to

organize activities for such purpose.

Zoning/Restrictions Committee - A committee to monitor all applications to change zoning in the area represented and adjacent thereto and to ensure compliance with recorded deed and subdivision restrictions.

Police and Fire Committee - A committee to participate in neighborhood watch and other fire and crime preventative measures and to develop a close working relationship with the law enforcement and fire departments serving the area represented.

Beautification Committee - A committee to oversee maintenance, landscaping and signage at entrance to the neighborhood and common grounds, and develop programs for beautification of the entire area represented.

The president shall appoint a nominating committee at least two months prior to the annual meeting to recommend nominees to the board of directors for the following year and to recommend such other committees as required for the conduct of the affairs of the corporation. Chairmen appointed by the president may select and recruit committee members from the general membership for the purpose of assisting them in their respective undertakings.

8. MEETINGS

Regular meetings of the board of directors of the association shall be held monthly on the _____ of each month at _____ o'clock ____m. or at such other time as the board of directors shall set, with fifteen days' notice of any change being required to all directors. No notice of the regular meetings shall be required once fixed by the board. Special meetings may be called by the president or by a majority of the board, in which case reasonable notice shall be given.

The date of the annual meeting of the general membership shall be fixed by the Board and shall be set initially for the _____ day of _____ beginning at ____m., with reasonable notice given to the membership by signs, newsletter, or fliers.

9. ELECTIONS

The nominating committee shall report its recommendations for the board of directors to the membership at the annual meeting. Additional nominations may be received from the floor. If more nominations are made than there are director positions, the membership shall vote on each director.

The newly elected directors shall elect the officers of the corporation at the first meeting of the new board after it takes office.

An officer or director may be removed for cause by two-third's vote of the directors present and

voting at any meeting of the board of directors at which a quorum is present. A director who has missed three consecutive monthly meetings or who otherwise has a record of frequent absences from meetings or who has not participated in the activities of the corporation may be removed from the board of directors. The board of directors shall mail written notice to the officer or director at his address as it appears on the membership records, giving reasonable notice of the date, time, and place of the meeting at which such action is proposed to be taken. The board of directors may by majority vote of the directors present and voting fill any vacancy caused by the death, resignation, removal, or incapacity of an officer or director or may continue operation with a quorum of the remaining directors.

10. RULES

Roberts' Rules of Order, revised, shall govern this organization in all cases where applicable and where not inconsistent with these bylaws.

11. ORDER OF BUSINESS

Any matter of business brought before the association shall be presented to and acted upon by the board of directors. Any motion not acted upon by the board of directors within sixty days can be brought before the general membership at the annual meeting or at a special general membership meeting called for such purpose by a majority of the board of directors.

Unless otherwise stated, the order of business for the meetings of the board of directors shall be as follows:

- a. Call to order
- b. Calling of the roll
- c. Reading of the minutes of the previous meeting and proposing them for adoption
- d. Announcements and guest speakers
- e. Reports of officers and committees
- f. Unfinished business
- g. New business
- h. Adjournment

12. QUORUM

A quorum of the board of directors shall consist of a majority of the members of the board. The vote necessary to transact business at the annual meeting shall be a majority of those present and deemed eligible to vote after due notice has been sent to all membership.

13. AMENDMENT OF BYLAWS

The bylaws may be amended by a majority vote of the board of directors present and voting at a meeting for which notice has been given thirty days in advance and in which notice the proposed amendment has been stated.

14. DUES

Dues are set at \$_____ per individual single-family unit or property owner per year. Only those members who are current in payment of dues shall be eligible to vote at the annual meeting.

with one vote to be cast per household and with the membership roll to be closed thirty days prior to the annual meeting for purposes of determining eligibility for vote at the annual meeting. Dues become delinquent ninety days after the due date, which date will be set by the board of directors, at which time membership is subject to cancellation by the board of directors.

15. CHECKING AND SAVINGS ACCOUNTS

The board of directors shall be authorized to open such checking, savings, and other accounts as necessary to conduct the financial situations of the corporation, with checks of the corporation requiring signatures of two directors or officers as designated by the board of directors as a requirement for expenditure of funds. A treasurer's report shall be rendered to the board of directors on a monthly basis and shall be rendered by the treasurer at the annual meeting of the general membership.

16. DISSOLUTION OF THE CORPORATION

At such time as a voluntary or involuntary dissolution of the corporation and distribution of the assets is made, such assets shall be disposed of in accordance with the Articles of Incorporation consistent with the Internal Revenue Service rulings in regard to non-profit, tax-exempt, corporations.

The foregoing bylaws were presented to the incorporators and initial board of directors at the first meeting held for such purpose and is hereby certified as being adopted by said board as evidenced by the signature of the secretary of the corporation subscribed hereto.



MAYOR'S OFFICE OF NEIGHBORHOODS

1100 Laurel Street
Baton Rouge, LA 70802

225.389.3039.ext.106