

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. To this end, the GHC has put forth nine (9)* Steering Committee Members who will serve on the Garrett Hill Steering Committee and who will act as representatives for the residents and stakeholders during the development of the Garrett Hill Master Plan and Zoning District pursuant to the Radnor Comprehensive Land Use Plan of 2003.

As conditions for nomination and subsequent appointment by acclamation to the GHC Steering Committee during the October 17, 2007 public meeting, the following requirements for each nominee were presented. Each nominee must:

- be a resident or long-term stakeholder,
- be willing to enact the majority opinions of the GHC membership,
- be willing to serve the non-partisan interests of the Garrett Hill community.
- be able to commit the necessary time and energy to this important cause, and
- be able to balance the rights and the desires of businesses and those of residents.

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, the township staff, the planners or other consultants, and the community as stated in Article 2,
3. to advise the community about the important issues under consideration by the Steering Committee and the Board of Commissioners as they pertain to the planning process for the Garrett Hill Master Plan and Zoning District,
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 beyond the planning process for 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.

**On Jan 28, 2008, the number of Steering Committee Members was changed from seven (7) to nine (9).*

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 in April 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.

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 GHC Steering 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 Steering Committees.

The GHC Steering Committee shall consist of nine (9) members who shall be nominated and elected by the GHC community at a general or special community meeting.

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 or the GHC Steering Committee 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, Executive Committee, and GHC Steering Committee Meetings: The Executive Board or the Executive Committee shall meet at times designated by the Executive Board. The Steering Committee shall meet at times determined by its members with the concurrence of 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, Executive Committee, and GHC Steering Committee will be open to the public.

Section 6 - Quorum: The quorum for Executive Board, Executive Committee, or GHC Steering 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, Executive Committee, or GHC Steering 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, Executive Committee, or GHC Steering 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.