

**GOVE STREET CITIZENS ASSOCIATION**

**BYLAWS OF THE GOVE STREET CITIZENS ASSOCIATION**

(Board Approved July, 2015)

(Revised July, 2016)

**ARTICLE I. NAME AND PURPOSE OF ORGANIZATION**

**SECTION 1. NAME**

The name of this organization shall be the *Gove Street Citizens Association*, (“GSCA”) and will be comprised of an Executive Board (“Board”) of four (4) elected Directors and various Board appointed advisors, as necessary. The Board will be comprised of a President, Chairperson, Secretary, and a Director At-Large.

**SECTION 2. PURPOSE**

A program for neighborhood groups and associations has been established throughout the City of Boston in conjunction with the Mayor’s Office of Neighborhood Services, as a public association in an effort to allow communication between the neighborhoods and City Departments. The civic association is organized to allow the surrounding community affected by land use, development, licensing matters, and quality of life issues, to voice their opinions and to work with the GSCA and developers, home owners, elected officials and City Departments on projects or issues affecting their community. The GSCA will provide appropriate representation of abutters, homeowners, and residents at all Boston Zoning Board of Appeals hearings, Licensing matters, and Boston Planning and Development Agency Projects. The Goal of the GSCA is to provide transparency of all project issues, both positive and negative, while working with both developers/owners and residents for the best outcome for the community. Through this process the GSCA will act as an advisory board on municipal issues to the City of Boston.

**SECTION 3. JURISDICTION**

The GSCA shall have jurisdiction over the expanded Ward 1, Precinct 2 area of East Boston that is to include sections of the following streets of Precincts 1, 3, 4 and 5, - Bremen, Maverick, Orleans, Everett, Porter, and Lamson. (See Appendixes I and 2 for jurisdictional map and list of streets and house numbers included). GSCA reserves the right to hear all applications, and issues opinions on, all matters appearing before the Boston Zoning Board of Appeals, Boston Planning and Redevelopment Agency, and Boston Licensing Board, and issues that will affect the quality of life in the East Boston neighborhood within the jurisdictional boundaries listed.

**ARTICLE II. MEMBERSHIP**

**SECTION I. ELIGIBILITY FOR MEMBERSHIP/VOTING**

Membership on the GSCA will be open to all community residents of East Boston that meet the following criteria: 1) must be eighteen (18) years of age; 2) must live within the boundaries of the jurisdictional map; 3) must have attended at least one previous project presentation meeting and be present at the project vote meeting. Monthly attendance records are maintained for voting purposes. Any resident or abutter of a project may also vote, only if they meet the criteria described above. Property owners who do not reside in the property they own cannot vote as they are not considered residents.

The meetings are open to the public at large, and any abutter or resident within the GSCA jurisdictional area may voice their opinion on a project or matter at the meetings. However, in order to vote on a matter, those folks must meet the above described criteria.

## **SECTION 2. NEIGHBORHOOD ASSOCIATION AREAS OF RESPONSIBILITY**

The Association is responsible for those areas of interest outlined in Article I, Section 3.

## **ARTICLE III. MEETINGS**

### **SECTION 1. GENERAL REQUIREMENTS**

The GSCA shall meet on the 4<sup>th</sup> Monday of each month at 6:30PM and is open to the general public. In the event of a Holiday on the 4<sup>th</sup> Monday of the month, the meeting will then be moved to the 4<sup>th</sup> Tuesday of the month (next day). All regularly scheduled meetings of the GSCA shall be open to the public. Notice of the time and place for the holding of said regularly scheduled meetings shall be advertised in the local newspaper of general circulation, by electronic mail, by internet notification, by community bulletins, in any other means that the members determine will ensure proper notification of the community. The GSCA will also put out a monthly agenda to be distributed by electronic mail and to applicants coming before the Association.

### **SECTION 2. SPECIAL MEETINGS**

Special meetings of the GSCA may be called at the request of a simple majority, (which is defined as one-half of the total membership plus one), of the members on topics they deem necessary to meet on. At such meetings there will only be considered such business as is specified in the notice of the special meeting.

### **SECTION 3. RULES OF ORDER**

Roberts' Rules of Order shall apply in instances not covered by the Bylaws.

### **SECTION 4. VOTING**

Each member of the GSCA shall have only one vote per agenda item at all meetings of the GSCA. Voting will be done by written ballot. All members must sign in before the vote is taken at the front sign-in table in order

to cast a ballot. Voting will be completed after each applicant has finished his or her presentation and all topic discussion has finished. The Chairperson will call for the vote to be officially taken by ballot after each presentation is completed. Each GSCA member wishing to vote must present themselves to a Voting Committee member who will check the attendance records to confirm that the member was present at a previous project presentation date for eligibility. Each eligible member will be issued a ballot to be returned to a Voting Committee member. Each member must vote in “support” (Yes) or “opposition” (No) on an agenda item, unless he or she chooses to abstain from casting a ballot, or that member is deemed to have a conflict of interest.

Votes will be counted and announced by the Secretary before the close of the meeting. Decisions or Recommendations by the GSCA shall be made by the majority of the voting members and the actual vote results in “support” or “opposition” will be drafted and sent to the applicable City/State agencies as part of the community outreach process.

There shall be no proxy voting allowed and all members must be present to vote on any application before the GSCA.

The GSCA must inform the applicant and members at the onset of the meeting if a particular application will not be voted on, and if the applicant is only present for informational purposes.

The GSCA Board will have final discretion on whether to take a vote or postpone a vote to another meeting. The GSCA will only take a vote after an applicant has previously appeared before the group for at least one informational meeting.

## **SECTION 5. REQUIRED DOCUMENTS FOR APPLICANTS**

**(Revised July, 2016)**

The GSCA has a two-step process for an applicant to follow.

1. In order for the GSCA to approve an applicant to present a non-vote proposal, the following process must be undertaken prior to the first proposal presentation meeting.
  - A. A Project Permit and a Zoning Code Refusal Letter must have previously been issued by the Inspectional Services Department.
  - B. An Abutters Meeting must have previously been held by the Mayor’s Office of Neighborhood Services.
  - C. Abutter Notification Policy:
    1. Abutter notification should be made at least six (6) calendar days prior to the GSCA meeting date. At that time, a list indicating Abutters notified must be submitted to the GSCA for review. (It is recommended that the applicant utilize an Abutter Addresses list supplied by the Mayor’s Office of Neighborhood Services.)
    2. Notification should be made in the form of a flyer printed in both English and Spanish languages.

3. The Abutter notification should be placed inside buildings, both residential and commercial, within a 300-foot radius of a non-BPDA project, or a 500-foot radius of a BPDA Project, extending from each corner, or point, of the plot line of the proposed project. This radius includes abutting properties to the left, right, rear and across from the proposed project.
  4. GSCA may increase the scope of notification at its discretion.
  5. The text of the notification must include:
    - A. GSCA name.
    - B. Date, time and location of the GSCA meeting.
    - C. Description of the proposed application/project.
    - D. Name of contact person for proposed project/application.
2. In order for the GSCA to vote on an application, the following documents must be submitted to the GSCA for review at least six (6) calendar days prior to the vote meeting date.
- A. Zoning Board of Appeals
    1. Copy of plans submitted to Boston Inspectional Services/or Most updated plans filed on record.
    2. Copy of any Refusal Letter from Inspectional Services.
    3. Copy of Abutter Notification previously distributed to neighbors.
    4. List of Addresses of Abutters that previously were given notification.
    5. Clear Description of Proposed Project.
  - B. Liquor/Entertainment/Food License
    1. Copy of the Application submitted to the Board.
    2. Copy of Abutter Notification previously distributed to neighbors.
    3. List of Addresses of Abutters that previously were given notification.
    4. Clear Description of Proposal.
    5. Copy of the Floor Plans of property, including any proposed changes.
    6. Copy of the Menu for proposed establishment.
  - C. Presentation before the GSCA should include:
    1. Plans of the Proposed Project.

2. Plans for any changes to the business operation.
3. Planned Signage or Exterior Design.
4. Renderings of Project (if available).

#### **SECTION 6. MEETING AGENDA**

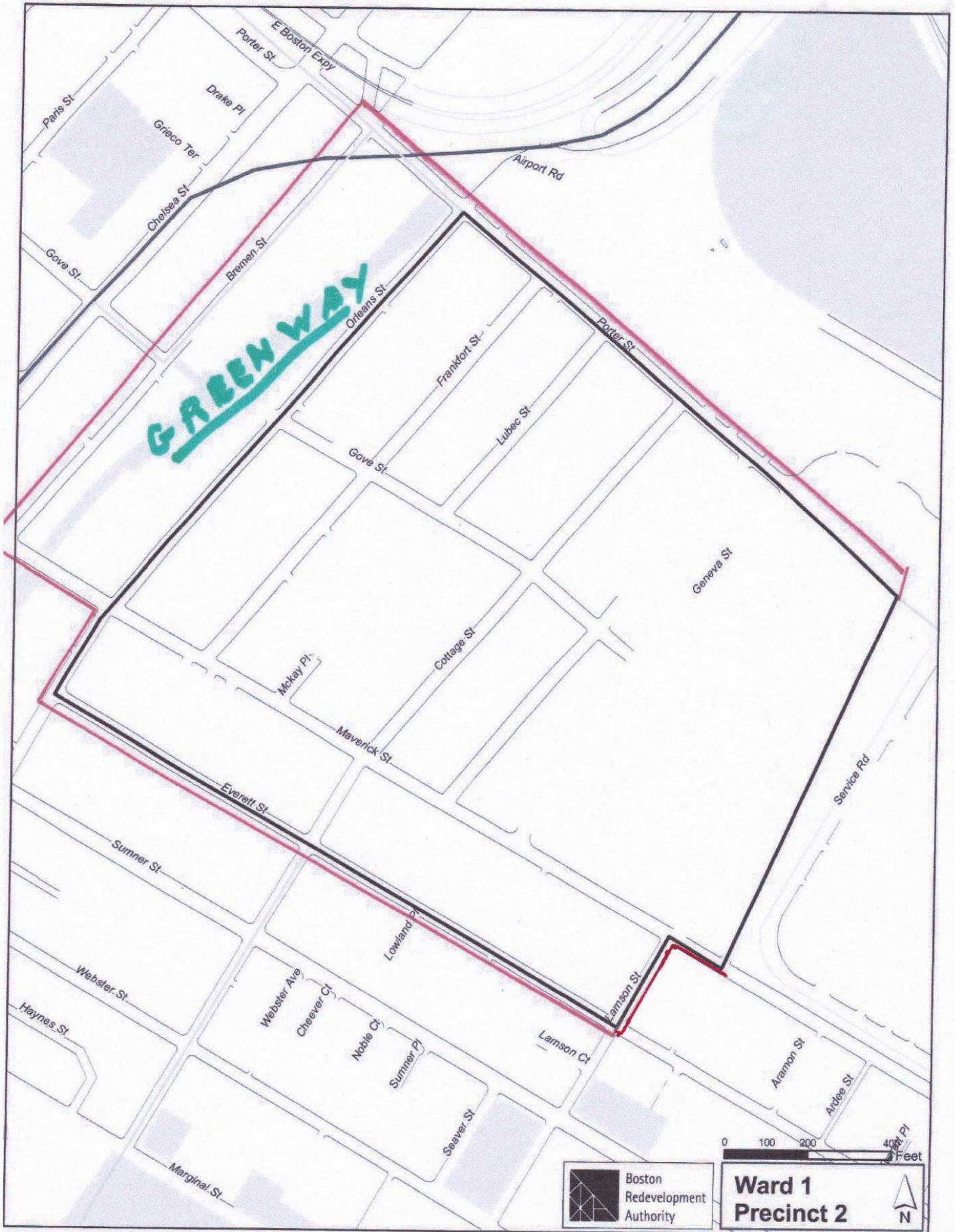
- A. The GSCA Board will complete an agenda that will consist of all applications to be presented. The order of items on the agenda will be determined at the sole discretion of the Board.
- B. The Board will allot a time period determined before the meeting for presentation of the applications and items, and allow a time for questions from members and abutters.

**APPENDIXES**

**Appendix I – GSCA Expanded Ward 1, Precinct 2 Oversight Area Map**

**Appendix II – Streets and House Numbers in GSCA Area**

Appendix I – GSCA Expanded Ward 1, Precinct 2 Oversight Area Map



Appendix II – Streets and House Numbers in GSCA Area

**GOVE STREET CITIZENS ASSOCIATION**

Updated September, 2016

**STREETS AND HOUSE NUMBERS IN GSCA AREA**

**STREETS**

**HOUSE NUMBERS**

**BREMEN** ..... **62 to 135**

**COTTAGE** ..... **86 to 194**

**EVERETT** ..... **1 to 149**

**FRANKFORT** ..... **8 to 80**

**GENEVA** ..... **10 to 52**

**GOVE** ..... **142 to 174**

**LAMSON** ..... **35 to 47 (EVEN SIDE ONLY)**

**LUBEC** ..... **55 to 85**

**MAVERICK** ..... **159 to 307**

**MCKAY PLACE** ..... **2 and 9**

**ORLEANS** ..... **60 to 175**

**PORTER** ..... **156 and 191**