

**BY-LAWS OF THE  
SANTA ANA COMMUNICATION LINKAGE FORUM**

**ARTICLE I - NAME AND PURPOSE**

Section A: Name

The name of this unincorporated organization shall be Santa Ana Communication Linkage Forum or “Com-Link.”

Section B: Purpose

The purpose of Com-Link is to improve individual Santa Ana Neighborhood Associations (“NA”) and the greater Santa Ana Community by offering support and assistance and by providing a forum and a linkage with the city government, other neighborhood associations, business communities and other cities and counties, as well as residents.

**ARTICLE II – OBJECTIVES and POLICIES**

Section A: Com-Link is an entity independent of the City and shall act as a non-partisan entity in order to facilitate the transfer of information and the exchange of ideas and opinions, and to encourage residents to become involved in community issues and community service organizations.

Com-Link shall encourage community leaders to network in order to develop contacts who can assist in addressing issues that require an outreach beyond the Neighborhood Association.

Section B: Com-Link shall work to improve the quality of life in Santa Ana by promoting positive leadership, community participation, and unity and resident pride in the City.

Section C: Com-Link shall disseminate information and provide an educational outreach in order to keep residents informed regarding city ordinances, community opportunities, schools, and on any other issue of general interest to the members.

Section D: All forum discussions are to be free and open without political, social, economic, racial, cultural or religious bias.

Section E: Any resident of Santa Ana may bring an issue to Com-Link that is of concern to the residents of the city at large. Issues pertaining to Homeowner Associations (HOA)/Planned Unit Developments (PUD) and Mobile Home/Renters Associations are not acceptable topics for the forum.

Section F: Com-Link shall not endorse any person or organization, nor the views, actions, or product of such persons or organizations. No member may represent Com-Link without prior approval of the Board.

### **ARTICLE III -- MEMBERSHIP AND VOTING**

Section A: Any Santa Ana resident living within a Neighborhood Association (“NA”) recognized by the City of Santa Ana shall be considered a member of that Neighborhood Association and have the right to represent the Neighborhood Association.

Any Santa Ana resident living in an area (e.g. mobile home park, condominiums, multi-family residential, or single-family housing tract) that is not within the boundaries of a Neighborhood Association shall be considered a member of the Greater Santa Ana Community (“GSAC”). The GSAC representative has the opportunity to be a voting member on the Board, if elected.

Section B: Voting membership is one member and one alternate member, or their proxy, to be so designated by each Neighborhood Association and GSAC representative (1).

Voting membership shall include the Board of Com-Link.

Each eligible Neighborhood Association and GSAC representative (1) is authorized to have one vote per each voting issue that is brought to the General Membership Meeting.

The Neighborhood Association and GSAC representative must have had a designated representative (Officer, such as Board President, Vice President, Secretary, Treasurer, Chairperson, Co-Chairperson, Board member) in attendance, at a minimum of four (4) meetings in the most recent “Com-Link Calendar Year” (May - April) in order to be eligible to vote in any election.

Section C: Meetings are open to all residents of the City of Santa Ana.

Section D: A quorum for voting for the Board at the General Membership Meeting shall consist of no less than eleven (11) members/proxies attending the General Membership Meeting.

#### **ARTICLE IV – GENERAL MEMBERSHIP MEETINGS**

General Membership Meetings shall be held monthly at such time and place as set forth by the Board. No more than one consecutive General Membership Meeting can be suspended or postponed by the Board.

General Membership Meetings can be suspended or postponed by a majority vote of those Neighborhood Associations and GSAC representative (1) present at any General Membership Meeting, or by the Board. Special meetings may be called by a majority vote of those Neighborhood Associations and GSAC representative (1) present at any General Membership Meeting, or by the Board.

#### **ARTICLE V - THE BOARD OF DIRECTORS**

Section A: The Board is responsible for overall policy and direction of the Forum, which shall include, but not be limited to, those objectives in Article II of these by-laws.

Section B: The Board shall consist of seven members serving staggered two-year terms.

- 1) On even numbered years, four (4) members shall be elected.
- 2) On odd numbered years, three (3) members shall be elected.

When deemed necessary by a majority vote of the existing Board, two (2) additional Board positions shall be presented to the Nominating Committee for the June election.

No employee of the City of Santa Ana may serve as a member of the Board.

The Board receives no compensation.

## **ARTICLE VI – BOARD ELECTIONS AND NOMINATIONS**

Section A: Elections will occur each year at the June General Membership Meeting.

Section B: Nominee Qualifications

In order for Com-Link to bolster its leadership team and continue guiding our City's path towards a brighter future, it is essential to establish clear qualifications for prospective board member nominees. These qualifications are designed to ensure that those who step forward to lead possess a deep commitment to Com-Link's growth and progress. With this in mind, the following criteria have been defined for individuals aspiring to join the board:

1. **Active Engagement:** Nominees must demonstrate a strong commitment to Com-Link by attending a minimum of four (4) meetings within the current Com-Link calendar year. This requirement ensures that potential board members have a solid understanding of the ongoing discussions, initiatives, and concerns within our neighborhoods.
2. **Demonstrated Dedication:** By consistently participating in meetings, nominees showcase their dedication to being informed and involved in our community's affairs. This dedication speaks to their readiness to take on the responsibilities of a board member role.
3. **Completion of Qualification Form:** Nominees are required to complete and submit the official nominee qualification form. This form provides the voting membership with valuable information about the nominee's background, skills, and reasons for seeking a board position.
4. **Vision for the Neighborhood:** Nominees should express a clear and positive vision for the future of Com-Link. Their aspirations should align with the Com-Link's goals of growth, unity, and enhancement.
5. **Strong Communication Skills:** Effective communication is essential for board members to interact with fellow residents, community

partners, and local authorities. Nominees should possess the ability to convey their ideas and listen to the concerns of others with clarity and respect.

6. Collaborative Attitude: Serving on the board requires working collaboratively with diverse personalities and viewpoints. Nominees should demonstrate a willingness to collaborate, build consensus, and contribute constructively to discussions and decisions.
7. Ethical and Transparent Behavior: Nominees must uphold the highest ethical standards, ensuring transparency in their actions and decisions for the betterment of our neighborhoods.
8. Time and Energy Commitment: Serving as a board member demands time and energy. Nominees should be prepared to invest the necessary effort to fulfill their responsibilities effectively.
9. Residency: Nominees must be residents of Santa Ana to ensure their alignment with our Com-Link's needs and aspirations.

These qualifications are designed to attract individuals who are genuinely invested in our neighborhood's well-being and future.

### Section C: Nomination Process

#### 1. In-Person Nominations at May and June Meetings:

Nominations can be made directly from the floor during our May and June meetings. If a member wishes to nominate someone or stand as a nominee themselves, the nominee must be present at the meeting. Consent from the nominee is crucial, signifying their willingness to take on a leadership role.

#### 2. Nominations by Written Submission:

Recognizing that open discussions may not always be possible, Com-Link provides an avenue for written nominations. A member can submit nominations in writing up to three days prior to the June General Meeting. This enables Com-Link to consider nominees who might not be present at

the meeting, but whose dedication and passion for our community have been duly recognized.

Section D: Election

All nominees must be present at the June election meeting unless prior notification is provided to the Board.

Elections shall be by ballot except where there is but one nominee for a Board seat at which time the vote may be by acclamation. A majority vote of those qualified Neighborhood Associations present shall elect a Board member(s).

Section E: Vacancies

Following the announcement of a Board member vacancy at a General Membership Meeting interested persons should submit a nominee qualification form to a Board member, or the City of Santa Ana staff liaison prior to the next Board meeting.

The Board shall appoint a qualified person at the Board meeting following the announcement of the vacancy and the appointed Board member shall fill the vacancy until the next election.

The Board may, by a simple majority, vote to declare vacant the seat of a Board member, who has been decreed of unsound mind by a final order of the court, or convicted of a felony.

Any Board member may be removed by a simple majority vote of the Board if it is determined that the Board member has four (4) or more absences from Board and/or General meetings in a Com-Link calendar year, or other such behavior, which expresses that he or she is no longer interested in serving.

**ARTICLE VII – OFFICERS, AUTHORITY AND DUTIES**

Section A: The officers of the Board shall be a President, Vice President, Secretary and Treasurer. The Board will select the officers by a simple majority ballot vote of the current members each July following the Board election. The officers shall serve for a one-year term.

Section B: The Board shall have general administrative authority and such power as voted by the eligible voting membership. The Board shall transact such business as may be necessary between General Membership Meetings. The Board may create committees as needed. The Board shall consider all matters concerning the welfare of Com-Link and present all recommendations to the voting membership for action.

Section C: The duties of the Board shall be to work with the President to determine appropriate presenters and programs for the Com-Link General Meetings and to in implement said presentations and programs.

Section D: The Board shall assist the President as needed and shall act as a liaison between the city and Com-Link.

Section E: The Board shall recommend expenditures as required and establish checks and balances for all expenditures.

Section F: Duties of the Officers

1) President:

- a) conduct Board and General Membership Meetings; work with the Vice President to develop agenda for Board meetings;
- b) send the agenda to the Board at least three days in advance of Board meetings;
- c) develop a working agenda for the Board to use at the General Membership Meetings;
- d) may appoint standing committees not otherwise provided for by these by-laws;
- e) shall have a copy of these by-laws at all meetings;
- f) shall arrange for speakers, lecturers, or other appropriate individuals, organizations, groups, etc., to present at General Membership Meetings;
- g) shall appoint a note taker to keep minutes in the absence of the Secretary.
- h) shall be responsible for the development of all agendas for all General and Board meetings.

2) Vice President

- a) shall preside at meetings in the absence of or at the request of the President;

- b) shall assume the duties of the President if that position is absent or vacated;
- c) work with the President to find speakers for the General Membership Meetings;
- d) contact guest speakers and give advance notice on the questions to anticipate at each General Membership Meeting;
- e) co-ordinate preparation and set up for each General Membership Meeting.

3) Secretary

- a) shall keep accurate records of all meetings and distribute them as requested by the Board;
- b) take minutes of each Board meeting and send to each Board member in advance of *following* Board meeting;
- c) distribute the agenda in advance of each Board meeting and have by-laws available at each meeting.

4) Treasurer

- a) Financial Monitoring: One of the primary responsibilities of the Treasurer is to meticulously monitor the funds of Com-Link. By maintaining a vigilant watch over financial transactions, account balances, and budget allocations, the Treasurer plays a critical role in safeguarding our organization's financial health.
- b) Requesting Fund Reviews: The Treasurer is responsible for requesting and facilitating periodic reviews of Com-Link's funds. These reviews contribute to transparency and accountability, allowing stakeholders to gain insights into the organization's financial position and activities.
- c) Fundraising Oversight: A key aspect of the Treasurer's role is overseeing all Com-Link fundraising efforts. This involves developing, coordinating, and guiding the execution of fundraising initiatives that align with our organization's goals and values. The Treasurer's oversight ensures that fundraising activities contribute to the financial well-being of Com-Link.

Section E: A Board quorum shall be a simple majority of those elected.

Section F: Confidentiality may be necessary for the best interests of the



Com-Link Board or because disclosure of the information could cause injury to the individuals. Board members and staff must respect the potential or necessary need for confidentiality in all instances.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

Roberts’ Rules of Order shall govern meetings. The Board may set aside parliamentary procedure by a simple majority vote.

## **ARTICLE IX. ADOPTION AND AMENDMENTS**

These by-laws shall be adopted and amended in either of two (2) ways: by emergency decree approval of 70% of the Com-Link Board; or at any General Membership Meeting of Com-Link by a simple majority vote of those qualified neighborhood associations being present, as noted in Article III, provided the amendment has been submitted in writing and reviewed at the previous Board and General Membership Meetings.

These by-laws shall be adopted and amended at any General Membership Meeting of Com-Link by a simple majority vote of those neighborhood associations present, provided the amendment has been submitted in writing and reviewed at the previous General Membership Meeting.

Adopted: 3/23/00

Modified 1/23/02

Modified 2/20/05

Modified 2/24/05

Modified 2/07/07

Adopted 4/26/07

Modified 9/26/13

Modified 3/7/17

Adopted 4/27/17

Modified 3/7/22, 12/5/2022

Adopted 6/22/23

Adopted 01/25/2024