



NEIGHBORHOOD ASSOCIATION RECOGNITION CHECKLIST

Neighborhood Association Name: _____

- Notify Planning Services staff of intent to seek recognition
- Notify, in writing, all neighbors of the opportunity to vote on becoming a recognized neighborhood association
- Prepare a set of bylaws that include the following information:
 - Name of the neighborhood association
 - Mission / Purpose statement of the association
 - Description of the neighborhood boundaries
 - A statement explaining the neighborhood association is voluntary and that neighbors will not be required to participate or join
 - A statement that the neighborhood association will be open to all people living in or owning or representing property within the neighborhood boundary
 - Procedures for election and removal of leadership
 - Method for determining how votes are taken and recorded at annual meetings
 - Method of changing or amending bylaws
- Submit a record of affirmative vote, copy of neighborhood association bylaws, and supporting materials to Planning Services staff
- Names and contact information for two main neighborhood association representatives

Upon receipt of the required materials, Planning Services staff will review the documents and notify, in writing, the neighborhood association leadership and City Council of his or her decision with regard to recognition within three (3) weeks.

Recommended by: _____ Date: _____
GO-HNI

Approved by: _____ Date: _____
City of Oshkosh