

Newbridge Member's Association (NMA)

ARTICLE I: NAME AND NMA MEMBERSHIP: All IL members are members of NMA. All members will be represented by the Council, as defined below and are eligible to vote to elect representation on the Council.

ARTICLE II: PURPOSE:

- NMA is an association of the Independent Living (IL) NewBridge on the Charles (NBOC) members whose purpose is to enhance community for the benefit of all IL residents both by facilitating communication among members and representing membership's interests through a close collaboration between members and management.
- The NMA Council's role is to support and represent the membership, and to provide an effective conduit to communicate concerns with and provide advice to the Executive Director and management.

ARTICLE II: NMA MEMBERSHIP:

- Seven voting members
 - o Five residents will be elected as representatives of specific units by the unit members, with one each for:
 - North building floors 1 and 2,
 - North building floors 3 and 4,
 - South building,
 - Villas plus Community building,
 - Cottages.
 - o If any unit does not nominate and elect a representative, that place on the council will be filled by an additional at-large representative elected by the entire NMA membership.
 - o Two Council representatives elected as at-large members
 - o The executive director will be a non-voting member of the Council.
 - o Voting by the Council requires a majority vote (four or more of the seven members eligible to vote)

ARTICLE IV: ELECTION OF REPRESENTATIVES:

- An election committee is appointed by the Council prior to each election. This committee will solicit nominations from specific units for unit representatives and from the entire IL community for at-large seats. Nominations can come from any member of the IL membership (including the candidate her/himself); nominated individuals must indicate their willingness to serve.
- Three or four Council members will be elected every year, to provide continuity with a rotating Council membership. Each representative will be elected for a two-year term.
 - o For the initial election, the unit representatives for North 3/4, the South building, Villas plus Community building, and the cottages, will be elected for two-year terms.
 - o The representative for North 1/2 will be elected for a one-year term.
 - o The two at-large representatives will each be elected for a one-year term.
 - o Council seats representing specific units will be elected by a vote of the specific unit that they will represent.
 - o At-large Council seats will be specifically designated and elected separately by a vote of the entire IL membership.

- Candidates must be a member of the NBOC community for a minimum of one year to serve on the Council. Each will submit a brief statement (50 to 100 word) stating why they would like to represent their unit and the entire NMA on the Council.
- The slate of nominees will be distributed to the relevant voting unit (for unit representatives) or the entire IL community (for at-large representatives) and will be accompanied by each candidate's statement.
 - o In elections to represent a specific unit, each resident is eligible to cast one vote for a representative for their specific unit.
 - o In at-large elections, each resident can cast a number of votes equal to the number of slots to be filled.
- Candidates with the largest number of votes for each Council slot will be elected. In the event of a tie, a runoff election will be held.
- Council members can serve for a maximum of two consecutive terms (four years).
- If a representative leaves the Council before completion of a term, a replacement will be chosen by a special election to fill the remainder of that term. If a Council member is temporarily unable to fulfill his/her responsibilities, the Council may appoint a temporary replacement to serve for a maximum of three months.

ARTICLE V: COUNCIL ORGANIZATION AND RESPONSIBILITIES:

Section 1: Officers

- The Council will be organized with a chairperson and vice chairperson. These will be chosen by the Council at the start of each year after the election of new members:
 - o Chairperson: The chairperson will serve a one-year term and may be reelected for a maximum of one additional term. The chairperson will have a minimum of one year's prior experience on the Council.
 - o Vice Chairperson: In addition to choosing its Chairperson, the Council will choose a Vice Chairperson. Duties include substituting for the Chairperson if that individual is unavailable or unable to carry out the required responsibilities.
 - o The responsibility for maintaining a record of proceedings (minutes) at NMA meetings will be managed by the staff of the Executive Director. These will be reviewed and approved by the Council prior to the next NMA meeting and available to the membership.

Section 2: Duties of Council representatives

- Each Council member will help prepare the agenda, attend, and actively participate in both Council and membership meetings.
- Each Council member, including those representing a specific unit, is expected to represent and be open to input from all IL residents.
- Council members elected by a specific unit are responsible to represent the IL members in their unit. This includes facilitating interactions with various NBOC departments on an as-needed basis, organizing and leading unit meetings, and bringing issues to community meetings or meetings of the entire membership when appropriate.
- At-large representatives are expected to be responsive to all IL members in facilitating resolution of any issues. At-large representatives will assist unit representatives at unit and/or floor meetings when necessary.

Section 3: Responsibilities of the chairperson:

- Organizing the agenda for meetings of the NMA membership, which will be held at least quarterly. The agenda will be set at a planning meeting of the Council at least two weeks prior to the meeting of the entire NMA membership.
- Discussing the agenda for upcoming NMA meetings at a Council meeting with the relevant department director(s) or committee chairpersons, who will be reporting at the subsequent membership meetings.
- Distributing the agenda to the entire membership at least one week prior to the meeting.
- Chairing meetings of the both the NMA membership and the Council
- Organizing additional meetings of the NMA or the Council on an as needed basis.

ARTICLE VI: MEETINGS OF COUNCIL AND OF MEMBERSHIP:

Section 1: Purpose of meetings

- The IL residents, through NMA, will have opportunities to communicate both directly with management and through their Council representatives. These venues include:
 - o Direct communication with members of the management team
 - o Unit meetings run by their Council representatives at least every two months
 - o NMA meetings of the entire membership at least every three months
 - o Community meetings are under the auspices of and will be run by the Executive Director. These should provide information to the community and give an additional opportunity for residents to communicate with management.
- Nothing in the planning or conduct of NMA meetings, and unit and floor meetings, obviates the responsibilities of the executive director, department directors, and committee chairpersons to communicate with and address specific needs of the community on a regular basis.

Section 2: NMA full membership meetings:

- Meetings of the NMA will be open to the entire IL membership and will be held at least quarterly. Such meetings will be held more frequently as determined by the Council.
- The purpose of NMA meetings is to address important issues affecting the entire community. In addition, these meetings will monitor progress toward goals, problems, and plans for both NBOC departments and resident empowered committees. Invited guests will include relevant department directors and committee chairpersons, as dictated by the agenda.
- Content of NMA meetings:
 - o At least two weeks prior to each NMA meeting, the Council will meet in camera to set the agenda. The entire Council including the Executive Director will discuss with department directors and /or committee chairpersons the issues to be addressed at the meeting. Such meetings will not replace the role of the NMA meeting, where the entire membership can actively participate.
 - o One week prior to the NMA meeting, the Council will provide a detailed agenda to the entire NMA membership.
 - o The department director and/or committee chairperson will be expected to discuss the following:
 - Progress toward goals of the committee or department
 - Major interim actions since last report

- Current issues and plans to address these issues
- Discussions at NMA meetings will include an opportunity for the entire membership as well as the Council to actively address the issues on the agenda, including directly posing questions to management representatives and committee chairpersons. The meeting will be moderated by the Council chairperson.
 - o Issues of concern not related to the agenda will be deferred to community meetings or subsequent NMA meetings. Urgent matters requiring prompt attention may be added to the planned agenda if necessary.
- All major departments at NBOC and the key resident empowered committees are expected to report at a NMA meeting at least annually.
 - o Examples of these departments include Food and Beverage, Finance, Maintenance, Security, and Community life. The Executive Director will ensure that the relevant members of management attend the agenda setting Council meetings as well as the ensuing NMA meeting.
 - The primary responsibility for meeting departmental goals lies with the department director. Although advisory committees do not have specific responsibilities, they are expected to assist management.
 - o Resident empowered committees are those with major functions affecting the IL community and which are controlled by residents. These are not directly run by management, although they work in collaboration with relevant departments. These include Hospitality, Scholarship, and Appreciation. The Council will appoint the chairperson for new committees created by the Council.
 - Resident empowered committees will generate their own operating by-laws and be self-governing.
 - o All committees should include representation from throughout the community and should foster a regular rotation of both leadership and membership.
 - o Advisory committees with a clearly defined purpose (food and beverage, finance, decorating, landscape) will continue to report to NMA in conjunction with their respective departments.

Section 3: NMA Council Meetings:

- The NMA Council will meet in closed session to organize and set the agenda for regular meetings of the entire NMA membership.
- The NMA Council will meet with the Executive Director in closed session in an advisory capacity on an as needed basis. Issues affecting the entire membership will then be brought to open meetings of the membership.

Section 4: Unit Meetings:

- Meetings for each unit (North 1 /2, North 3 / 4, South building, Community building plus Villas, and Cottages) will be held at least every two months.
- Meetings will be led by the elected representative for that unit and will managed with the assistance of a member of the Community Life department.
- Unit meetings will deal with issues specific to that unit as well as those of general interest to the community. Meetings will also provide an opportunity for IL members to socialize with each other.
- Issues identified in unit meetings will be directed to specific departments, management members, Community meetings, or NMA meetings as needed.

Section 5: Conduct of meetings: All meetings of the NMA, Council, or Units may be conducted either in person (eg, Great Meadow Hall), by technology (Zoom and 918), or in a hybrid format, as dictated by circumstances at the time of a meeting. The Council should do everything possible to enable maximum membership participation in all meetings.

ARTICLE VII: MEETINGS OF COUNCIL AND OF MEMBERSHIP:

These By-Laws may be amended by a two thirds (2/3) vote of the NMA Council, followed by a majority vote of the full membership present and voting at a regular scheduled or special meeting of the NMA.