

**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT(PDSD)
REGISTRATION GUIDELINES**

(Mayor and Council Adopted July 6, 1992)

- I. The following are guidelines for neighborhood associations desiring registration with the Planning and Development Services Department (PDSD) – Neighborhood Services of the City of Tucson.
- A. Contact persons' names and addresses are to be filed with Neighborhood Services.
PLEASE NOTE: an Officers Release Form with attached agenda and minutes of the Neighborhood Association's meeting are required when officers were elected.
- B. Membership list will be filed with Neighborhood Services. (This can be identified by the boundaries of the neighborhood association.)
- C. Charter, if the association has one, and Bylaws are to be submitted to Neighborhood Services for review and approval. The documents are to include reference to the following:
1. The organization must clearly involve a neighborhood with boundaries clearly defined that do not overlap the boundaries of other neighborhood associations.
 2. The purpose should be general in nature, e.g., crime prevention, neighborhood improvement, communication among neighbors, etc.
 3. The organizational structure: including officers, board members' election and replacement procedures, terms of office and duties shall be specified.
 4. Membership and meetings:
 - a) Are to be open to all residents of a neighborhood and not restricted to property owners.
 - b) Quorum requirements must be specified.
 - c) Amount of dues, if required, should be stipulated. A minimum of one annual meeting is required. The advanced notices and minutes of this meeting must be submitted to Neighborhood Services.
 - d) Adequate and equal notice of all meetings must be given to all interested persons or households. Provisions should be made for emergency meetings.
 - e) Agenda may be flexible e.g., calls to the audience, amendments to the agenda, etc.
 - f) Parliamentary authority should be specified, e.g., Robert's Rules of Order, appointments of Sergeant at Arms, etc. This will provide for efficiency and productive meetings.
 - g) Voting and membership rights must not be restricted to property owners.
- D. Incorporation, although not required, is advisable only if the association plans to apply for non-profit status or plans to accept donations as tax deductions.
- E. Charter and bylaws of the association must be signed by at least two (2) officers, dated and forwarded to Neighborhood Services within ten (10) days following the meeting at which they were approved and

adopted by the association. The minutes for the meeting at which the general membership approved bylaws or amendments need to be on file at Neighborhood Services.

- F. Neighborhood services are available to all parties within an association, i.e. services cannot be limited to officers or to certain groups or certain groups within the association.
- G. The following are exigencies that will be cause for restricting or denying services from Neighborhood Services.
 - 1. Bylaws, charters, or articles or incorporation containing the following:
 - a. Property owner's rights
 - b. Deed restrictions
 - c. Covenants
 - d. Assessments from property owners
 - 2. Homeowners' Associations.
 - 3. Associations registered and filed by an individual other than a resident of the area concerned i.e., registration by a realtor or builder who is not resident of the area.
- H. Services may be provided for Addressing City related issues at the discretion of Neighborhood Services staff.
- I. Conditions, actions, provisions not specifically contained herein are permissible with the approval of Neighborhood Services staff.