

# 4 STEPS TO ORGANIZE YOUR NEIGHBORHOOD

## Step 1

An issue or problem usually provides the rallying point for a group of neighbors to come together with the idea of forming a Neighborhood Association. A definite concern and a specific agenda for the first planning meeting will produce results better than talking about vague concerns for neighborhood improvement.

## Step 2

In preparation –

- Discuss the issue of concern with a few neighbors, find out if your concern is shared;
- Discuss each person's idea of the problems, needs and concerns of the neighborhood;
- Is there an existing neighborhood association;
- Determine the boundaries of your neighborhood;
- Choose a temporary chairperson.

## Step 3

Plan on having a larger, planning meeting to announce the formation of your groups to everyone within the neighborhood boundaries and receive input on a broader basis.

## Step 4

Holding the First Meeting:

- Arrange for the use of a church meeting room, school or community center.
- Prepare an informative flyer that states the time, place, date and purpose of the meeting.

- The core group should personally distribute flyers throughout the neighborhood. Talk about the needs of the neighborhood and what citizens can accomplish.
- Have a sign in sheet for attendees; ask for name, address and email address.
- Follow a prepared agenda and give everyone present a chance to speak. If citizens present several issues try to prioritize them.
- Establish a few committees – develop bylaws, the general rules that govern the group; a steering committee to develop the slate of officers and conduct the election; and finally one to set programs for future meetings.
- Serve refreshments if desired.
- Set the date and time for the following meeting before everyone leaves.