

## Steps to Forming a Resident Association

### **Step 1:** Identify Issues a Resident Association Can Address

What are park-wide concerns the association can work to resolve? Invite everyone to a park to a meeting where they can speak their minds about what they want to see changed in their community. Vote to find out what issues unite the most people.

### **Step 2:** Get Support From a Majority of the Households in Each Park

Get a team of volunteers together to go door-to-door and invite people to join the association by signing a membership petition. In the state of Minnesota, an association is official when at least 51% of the households join. Check your state laws to see if there is a definition of a legal resident association. Regardless, to avoid splinter groups and to be certain of park unity, 51% or more of households is a recommended percentage.

**Hold a Park wide meeting to do steps 3-5**

### **Step 3:** Define the Mission/Purpose of the Association

Work together to write a 2-3 sentence mission statement to let people know what the resident association is about.

### **Step 4:** Decide on the Structure of the Association

Decide how many people you want on the association board, who is eligible to be a board member, and what board members will do.

### **Step 5:** Hold Board Elections

Decide who will be the leaders and representatives of the resident association. Accept nominations and elect someone for each board position

### **Step 6:** Approve By-laws

The board's first job is to write the rules, or by-laws of the association. Bylaws map out the structure of the association and set a process for decision-making. After a draft of the by-laws is written, hold another meeting to have them approved by the membership.

### **Step 7:** Celebrate!

Keep the energy high by celebrating. Some ideas: have a party, put up "we did it!" signs around the park, make t-shirts or stickers for association members, and recognize individual contributions.

### **Step 8:** Win Real Victories for Your Community!

Do a community power analysis for each of the 3 priority issues. Do a community power analysis. Set a goal, meet with potential allies, negotiate, and win real changes for your community.