

BYLAWS

BALBOA/SOUTH INDIAN TRAIL NEIGHBORHOOD COUNCIL

Section 1 - Name

- A. This organization shall be known as the Balboa/South Indian Trail Neighborhood Council.

Section 2 - Statement of Purpose

- A. The purpose of the Balboa/South Indian Trail Neighborhood Council is to improve and preserve the quality of life in the Balboa neighborhood through the following actions:
1. Review and recommend an action, a policy, or a plan to the City Council neighborhood Committee, the city and to any city agency, commission or board on any matter affecting the Balboa/South Indian Trail neighborhood;
 2. Assist city agencies in determining priority needs for the neighborhood;
 3. Review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvements;
 4. Undertake to manage projects as may be agreed upon or contracted with public agencies;
 5. To source, secure, manage and disburse funds for projects, activities, or improvements which are outside of the Neighborhood Council Program but are for the benefit of the neighborhood.
 6. To coordinate with other Neighborhood Councils in recommending action for a broader or city-wide matter.

Section 3 - Boundaries of Balboa/South Indian Trail Neighborhood:

- A. **North:** Nine Mile Falls Rd. due east along the boundary of North Indian Trail Neighborhood and the City Landfill, then northeast to Indian Trail Rd., to the west rim of Five Mile Prairie, including the Arrowhead Development.
- East & North:** From the west and southern rim of Five Mile Prairie and Strong Rd., to include Excel Ave. (and PUD), across Five Mile Rd. down to Country Homes Blvd. to the City limits, across to Cedar Street and Francis Avenue.
- South:** Francis Ave. from Cedar St. west to junction of HWY. 291 (Known also as Nine Mile Falls Rd.)
- West:** Nine Mile Falls Rd. to the north City limits.

Section 4 - Council Membership

- A. Council membership shall be open to anyone who lives or owns property or operates a business in the neighborhood and who is at least 16 years of age.
- B. Voting membership shall be granted to any individual who meets the above criteria.
- C. There shall be no limit to the number of Neighborhood Council members.

- D. The Neighborhood Council membership list shall be updated at least semi-annually and a copy shall reach the City's **Office of Neighborhood Services** by March 1 and September 1 of each year.
- E. No member shall purport to represent the Neighborhood Council unless authorized to do so by the Neighborhood Council.
- F. Upon the date of adoption of the bylaws, all currently recognized members of the Balboa Steering Committee shall automatically be members. In addition, all persons who would qualify for membership according to the membership criteria listed above, and who make their intentions known to the current officers of the Balboa Steering Committee, will automatically become members.
- G. Upon request, each member shall receive a copy of the adopted Balboa/South Indian Trail Neighborhood Council bylaws.

Section 5 - Associate Membership

- A. Associate membership shall be open to any person or business that does not live in or own property or a business in the neighborhood, but is desirous of participating in the Balboa Neighborhood Council as a non-voting supporter.
- B. An associate member may serve on any committee, panel or program but may not hold any office and shall have no voting authority.
- C. There shall be no limit to the number of associate members.

Section 6 - Meetings

- A. Unless otherwise specifically defined in these bylaws, all affairs of the Balboa Neighborhood Council shall be governed by Robert's Rules of Order, current edition.
- B. Regular Council meetings shall be held at least every 60 days on Thursdays at 7:00PM, September – June at a place to be designated two weeks prior to the meeting.
- C. Special meetings of the Council may be called by the chairperson, or upon request of 51 percent (51%) of the voting membership of the Council, the chair shall be obligated to call a meeting.
- D. Council meetings shall be open to the public. Visitors shall be invited to participate in the discussion of the matters at hand, but only qualified voting members of the Council are eligible to vote.
- E. The minimum number of Council members necessary to establish a quorum at any regular meeting is thirty percent (30%) of the current eligible voting members present.
- F. The Council shall hold an annual meeting in the month of September, to correspond to the beginning of the public school year, for the purpose of election and installation of officers and for an annual report of activities of the Council. This meeting need not be separate from the regularly scheduled meeting. Council operating year shall be from September 1 to August 31.

- G. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the Council and shall be forwarded to the City's **Office of Neighborhood Services** to be maintained on public file, and shall be kept on file at the home of the secretary or chairperson of the Council.

Section 7 - Meeting Notification

- A. All meetings will be publicized in the neighborhood using whatever reasonable means that are available, for example, but not limited to: Flyers, mailings, newspapers, radio, television, etc. Notices shall be distributed not less than seven (7) days before the meeting date.
- B. Council voting members will be notified by various means of meeting date, places, time and preliminary agenda not less than seven (7) days before the meeting.
- C. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith.

Section 8 - Officers and Duties

- A. The officers of the Balboa Neighborhood Council shall be: Chair, Vice-chair, Secretary and Treasurer. (Secretary and Treasurer can be held by one person, which will be the only position to be filled in this manner.) These officers, and the chair of any standing committee, constitute the executive committee which may be called by the Chair as needed.
- B. Duties of the officers are as follows:

The Chair shall be responsible for the operation of the Council and its officers pursuant to these bylaws. This shall include conducting meetings, representing the neighborhood at official functions, appointing sub-committees, monitoring neighborhood expenditures and authorized by the Council, and generally overseeing the business of the Council. The Chair shall have the primary responsibility for leading the long-term and short-term planning efforts of the neighborhood and shall also have specific duties as spelled out elsewhere in these bylaws and as delegated by the Council. The chair, or the Council's designee, shall be the designated Council representative to the **City's Office of Neighborhood Services and the Community Assembly**.

The Vice-Chair shall assist the Chair in preparing meeting agendas and conducting meetings and shall assume all duties of the Chair when required. The Vice-Chair shall be the designated alternate Council representative to the City's **Office of Neighborhood Services and the Community Assembly**.

The Secretary shall maintain all written records as required by the bylaws, and produce all written communications as directed by the chair, the executive committee, or the Council membership.

The Treasurer shall maintain an accurate accounting of all expenditures that have been directly ordered by the chair. The treasurer shall provide financial records as necessary for compliance with any governmental agency required

filings. ***The positions of Secretary and Treasurer may be held by one person.***

Section 9 - Nomination, Election, and Term of Officers

- A. A nominating committee appointed by the Chair in May or June shall propose for the annual meeting in September one or more eligible voting candidates from the Council for each office for the coming year. Nominations shall also be accepted from the floor. All candidates must have accepted the nomination and be qualified voting members of the Council.
- B. Officers will be elected by the Council voting members; by a majority vote if there are two (2) or fewer candidates; or a plurality vote if there are three (3) or more candidates.
- C. Voting will be by secret ballot if there is more than one (1) candidate for office. The ballots shall be maintained for sixty (60) days by the secretary and shall then be destroyed.
- D. The terms shall be for one (1) Council operating year, beginning immediately after election in September. Officers may serve for two (2) consecutive terms.
- E. The secretary will notify the city's neighborhood liaison in writing of the names of the newly elected officers, their term, addresses, telephone numbers and the date they are due to take office.

Section 10 - Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by the Council and shall require a two-thirds (2/3) vote of members present at a meeting of the Council, providing that a resolution proposing the consideration of the removal has been adopted at a preceding meeting and that notice of the vote for removal has been included in the call to the meeting at which the vote shall take place.
- B. Should vacancies occur outside the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled meeting following the vacancy. The person elected to the vacated office will serve for the remainder of the term.

Section 11 - Executive Committee

- A. The executive committee shall be composed of the officers and the chair of any standing committee of the Council.
- B. The executive committee shall be responsible for the management of the affairs of the Council. The duties shall include updating the semi-annual membership list, holding Council meetings, elections as called for in these bylaws, and representing the Council in communications with city government. It shall also act for the Council in matters specifically delegated to it. It may act for the Council between regular meetings on any matter determined urgent. Any such action shall be reported at the next regular meeting of the Council and none of its actions shall conflict with actions taken or policies formulated by the Council.

Section 12 - Committees

- A. The Council chair, with the approval of the executive committee, may appoint standing committees to help conduct the business of the Council. The chair of a standing committee will serve as a voting member of the executive committee.
- B. The chair may appoint special or subcommittees to help conduct specialized business of the Council.
- C. Committees shall report to the Council and these reports shall be entered into the minutes.

Section 13 - Amendments

- A. These bylaws may be amended by a two-thirds (2/3) majority vote of those present at a regular Council meeting, providing that a resolution proposing the amendment has been adopted at a preceding regular meeting and that notice of the proposed amendment has been given in the call for the meeting at which the amendment shall be voted upon. Amendments approved by the Council shall be forwarded within two (2) weeks to the **City's Office of Neighborhood Services**.

Section 14 - Effective Date

- A. These bylaws of the Balboa/South Indian Trail Neighborhood Council shall become effective on _____ 2003, and supersedes all others. **And were amended on**

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1. Review and recommend an action, a policy, or a plan to the City Council neighborhood Committee, the city and to any city agency, commission or board on any matter affecting the Balboa neighborhood;
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 6. To coordinate with other Neighborhood Councils in recommending action for a broader or city-wide matter.

Section 3 - Neighborhood Boundaries

- A. North: Extends along the southern rim of the Five Mile Prairie from the intersection of Cedar and Country Homes Blvd. to the North IndianTrail Neighborhood Council boundary, southeast of Strong Rd. Northernmost streets include Weile Ave., Excell Ave., and OsageWay.
- East: City boundary east of Maple St. from Country Homes Blvd. to Francis Ave.
- South: Francis Ave. from Maple St. to Indian Trail Rd.
- West: Indian Trail Rd. from Francis Ave. to the northern boundary of the landfill and extending northeast to Five Mile Prairie rim southeast of Strong Rd. Includes the Arrowhead development.

Section 4 - Council Membership

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- B. Voting membership shall be granted to any individual who meets the above criteria.
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- C. Special meetings of the Council may be called by the chairperson, or upon request of 51 percent (51%) of the voting membership of the Council, the chair shall be obligated to call a meeting.
- D. Council meetings shall be open to the public. Visitors shall be invited to participate in the discussion of the matters at hand, but only qualified voting members of the Council are eligible to vote.
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Section 14 - City Neighborhood Liaison

- A. ~~The City will appoint a City Neighborhood Liaison who shall:~~
 - 1. ~~Maintain a close working relationship with all segments of the city government and facilitate interaction of the Balboa Neighborhood Council with their city government.~~
 - 2. ~~Be responsive to the Balboa Neighborhood Council requests for assistance.~~
 - 3. ~~Be a conduit for communication between the city government, its departments, and its neighborhoods.~~

Section 15 - Effective Date

- A. These bylaws of the Balboa Neighborhood Council shall become effective on March 12, 1998, and supersede all others. **And were amended on**
_____.