

BROWNE'S ADDITION NEIGHBORHOOD COUNCIL/STEERING COMMITTEE BYLAWS

Section 1 – NAME

We shall be known as the Browne's Addition Neighborhood Council/Steering Committee (also known as BANC/SC).

Section 2 – STATEMENT OF PURPOSE

- A. The purpose of the Browne's Addition Neighborhood Council/Steering Committee is as follows:
1. To preserve and improve the quality of life by improving the physical environment and providing public amenities and neighborhood news, and promote safety, harmony through open dialogue, mutual respect and an inclusive environment where diversity is open and encouraged.
 2. To revitalize the neighborhood and guide future development.
 3. To provide an official forum for neighborhood decision making and involvement in neighborhood identity and image.
 4. To expand opportunities available to residents in housing, economic development, culture, education and recreation.
 5. To conserve the historic and residential character of the neighborhood.
 6. To promote adherence to established bylaws that ensure democratic deliberative and voting procedures.
 7. To maintain political and religious neutrality in all council activities.
- B. We will promote this purpose through actions including, but not limited to:
1. Representing Browne's Addition within the Neighborhood Council organizations and committees of the City of Spokane, WA (the City).
 2. Maintaining non-profit status with the state of Washington. Also, as appropriate, establish and maintain the neighborhood council as a Federally recognized non-profit organization.
 3. Reviewing, commenting and making recommendations on behalf of neighborhood residents concerning policies, proposals, plans or other requested information to the City and other regional planning authorities on matters affecting the Browne's Addition neighborhood.
 4. Partnering with the City, to include the mayor's office and city council, in determining priority needs for the neighborhood.
 5. Reviewing and making recommendations to the City relating to budget items for neighborhood improvements, whether funds come from inside or outside the neighborhood.

6. Undertaking to manage projects as may be agreed upon or contracted with public or other for-profit or non-profit agencies.
7. Sourcing, securing, managing, disbursing and accounting for funds and/or property for projects, activities or improvements which are outside of the Neighborhood Council Program but that are for the benefit of the neighborhood.

SECTION 3 – NEIGHBORHOOD BOUNDARIES

- A. North: From all lots on the north side of Riverside Avenue between Latah Creek to approximately Spruce Street, east to the Maple Street access.
- B. East: Maple Access from Riverside Avenue to the north side of the railroad grade (near sunset Boulevard). This includes the South Maple Street Parkway.
- C. South: The north side of the north railroad grade from Maple Access, west to the bluff over Latah Creek/Valley (just south of where Coeur D’Alene Street intersects with Sunset Boulevard).
- D. West: The bluff from the north railroad grade to the intersection of Riverside Avenue and Latah Creek.
- E. There are some properties/lots within the boundaries of Browne’s Addition Neighborhood that are not considered part of the Browne’s Addition Local Historic District.

SECTION 4 – NEIGHBORHOOD COUNCIL/STEERING COMMITTEE MEMBERSHIP

- A. Council/Steering Committee membership is open to any person who is at least 16 years of age AND owns property in the neighborhood, OR lives in the neighborhood, OR operates a business in the neighborhood. For businesses, a designated representative of the business can join on the behalf of the business owner(s).
- B. Membership is based upon attendance at meetings, defined as the following:
 1. Physical attendance at a meeting for at least two-thirds of the scheduled meeting time. Neighbors will be asked to sign into the meeting and if leaving prior to the end of the meeting, to sign out.
 2. Virtual attendance: When meetings are held (either fully or via a hybrid model) through electronic means, the attendees must be visible or otherwise evident to the chair throughout periods of the meeting, particularly while speaking to the council and while voting; and be present (online) for at least two-thirds of the scheduled meeting time.

SECTION 5—MEETINGS AND VOTING

- A. Regular Council/Steering Committee meetings shall be held no less than 6 times per year, at a location (including via electronic means) to be designated within two weeks

prior to a scheduled meeting. The Executive Committee will select regular meeting times and dates annually, for both the Executive Committee meetings and the Neighborhood Council/Steering Committee.

- B. Voting privileges shall be granted to any individual who meets membership criteria as listed in SECTION 4A, and has attended two consecutive meetings. Voting privileges shall become effective at the third meeting, which need not be consecutive. Under a normal meeting schedule, voting privileges will be maintained by attendance at half the scheduled meetings within each 12-month period.
- C. Voting privileges are extended only to members who are present at a Neighborhood Council Meeting, either in person or electronically. A person who has attained voting status and relocates out of the neighborhood or sells his or her property will not keep voting status due to failing to meet eligibility requirements as listed in Section 4A.
 - 1. Lists of voting members and all persons who attend Neighborhood council meetings will be updated monthly. The updated lists will be forwarded to the Office of Neighborhood Services with the submission of each month's approved meeting minutes.
- D. During January of each year, the Neighborhood Council/Steering Committee shall convene with the purpose of holding Executive Committee elections. BANC/SC Executive Council position voting is performed by secret (de-identified) ballot and results are tallied by the Chairperson, Secretary and/or one other person from the current Executive Committee. The Secretary shall notify the Office of Neighborhood Services in writing the names of the newly elected officers and their contact information by February 1.
 - 1. Individuals wanting to run for the Executive Committee must contact the current neighborhood Chairperson prior to the first week of January.
 - 2. Current Executive Committee Officers must contact the BANC/SC Chairperson prior to the first week of January regarding whether they wish to remain a candidate for their role.
 - 3. Members are elected by majority vote if there are two or fewer candidates. If there are three or more candidates, the office is elected by a plurality vote.
 - 4. Nominations for officers can be taken from the floor at the January meeting, with the understanding that the nominated individual has already agreed to the nomination.
 - 5. Term of office commences February 1 and lasts one year.
- E. As and when required by the city, the Neighborhood Council/Steering Committee shall convene a meeting for the purpose of allocating CDBG or other funds for use in the neighborhood or city. These meetings need not be separate from the regular meetings.
- F. Special or Emergency meetings of the Neighborhood Council/Steering Committee may be called by the Chairperson, or shall be called by the Chairperson upon request from the Executive Committee. Special meetings can also be called by vote at a BANC/SC regular meeting. A report summarizing the meeting, including any action decided upon, shall be given at the next regularly scheduled BANC/SC meeting. No voting will occur at a Special or Emergency meeting; these meetings will generally be called for information

sharing and discussion and formation of recommendations regarding salient neighborhood related topics.

- G. Regular and Special Neighborhood Council/Steering Committee Meetings shall be open to anyone. Visitors will be invited to participate in discussions but cannot vote. (See Section 4A).
- H. Approved minutes of meetings and sign-in sheets, as a record of attendance, shall be kept electronically on a shared drive by the neighborhood for all regular meetings. Approved minutes of Neighborhood Council/Steering Committee meetings shall be forwarded monthly to the City of Spokane Office of Neighborhood Services to be maintained on public file.
- I. Minutes or notes shall be kept for other special or emergency meetings.
- J. The minimum number of eligible voting Council members necessary to establish a quorum for any voting at any Neighborhood Council/Steering Committee meeting is 50% of the Executive Committee plus at least three additional neighborhood voting members.
- K. Voting at all Neighborhood Council/Steering Committee meetings will be performed by a simple majority vote, generally by a show of hands for and against the motion or proposal, unless identified otherwise in the bylaws.
- L. The Chairperson will vote only to break a tie.
 - 1. Voting is required for
 - i. approval of meeting minutes;
 - ii. neighborhood expenditures over \$100;
 - iii. approval or disapproval of neighborhood related projects;
 - iv. disbursement of funds from the city or other sources;
 - v. hiring any outside entity to assist BANC/SC with projects;
 - vi. issuance of letters in support or against a particular topic involving the neighborhood or neighborhood council. If a letter is from the BANC/SC Executive Committee only and not the entire council, only a vote from those individuals is required.

SECTION 6 –MEETING NOTIFICATION

- A. The monthly meetings will be publicized within 14 days prior to the meeting by whatever means will reach the most people. This may include email and social media in addition to a posting on the neighborhood’s communication board at The Elk restaurant; flyers, newsletters, newspapers, etc.
- B. Approximately one week prior to the next BANC/SC meeting and after the Executive Committee sets the agenda, this information, which shall include the time, date, place and meeting agenda, will be released to the neighborhood. In addition, if there are documents on which a vote will be held, those may also be made available in electronic format for meeting attendees prior to the meeting, to allow time for review.

- C. All Neighborhood Council/Steering Committee members must be notified of Special or Emergency Council Meetings by email or other methods as listed above, as soon as possible after the meeting has been scheduled.
- D. Failure to notify a member does not invalidate the meeting if notification was attempted in good faith.

SECTION 7—OFFICERS AND EXECUTIVE COMMITTEE

- A. The Executive Committee shall be responsible for long range planning and the evaluation of programs and projects undertaken by the neighborhood.
- B. The Executive Committee or others authorized by the Executive Committee may represent the BANC/SC at official functions and meetings.
- C. The Executive Committee shall act for the BANC/SC in matters specifically delegated to it by the larger membership, and may act for the BANC/SC between regular meetings on matters deemed urgent. Any such action shall be reported at the next regular BANC/SC meeting. None of its actions or actions of its members shall conflict with prior actions taken or policies formulated by the BANC/SC.
- D. Contact information lists for the neighborhood are the property of the neighborhood council and are to be used only for neighborhood related business as determined by the Executive Committee. Executive Officers agree to keep the membership's contact information confidential.
- E. The Executive Committee has the authority to spend up to \$100 of the BANC/SC funds without prior authorization/vote of the entire council.
- F. The officers of the Neighborhood Council Executive Committee shall be: Chairperson, Vice-Chairperson, Secretary, Treasurer, Communications Officer and up to four Members-At-Large positions. The immediate Past-Chairperson may also attend Executive Committee meetings.
- G. Five executive members constitute a quorum for an Executive Committee Meeting.
- H. The Executive Committee meets monthly with the exception of July and December.
- I. Terms of office are generally not to exceed five years unless there is no other volunteer stepping forward for nomination for a given role. These are volunteer positions and if there are no other volunteers that step forward, the position may remain in the same person's hands for more than five years.
- J. Office or Members-at-Large positions vacated during a term shall be filled by appointment by the Executive Committee until the next regular election.
- K. Any elected officer may be removed from office for good cause as shown by the Executive Committee. Removal requires a 50% majority vote of the Executive Committee. Any person's removal from office will require an announcement of said removal at the next BANC/SC meeting.
- L. All electronic platforms established and used by the Executive Committee will have active security protocols.
 - 1. Enable 2-step authentication and generate backup access codes when possible.

2. At least two Executive members will hold log-in and password information to each relevant application or program.

M. The duties of the officers are as follows:

1. Chairperson

- i. Read and be familiar with the bylaws
- ii. Responsible for the operation of the Neighborhood Council/Steering Committee
- iii. Prepare meeting agendas and transmit to the Communications Officer for distribution prior to meetings
- iv. Set up virtual meetings and /or delegate virtual meeting set up to another Executive Committee member when needed
- v. Authorize the expenditures of funds
- vi. Maintain co-ownership/access to any electronic drives, email or social media services and bank accounts
- vii. Represent the neighborhood at official functions
- viii. Submit the name of the Community Assembly Rep and alternate to Office of Neighborhood Services
- ix. Generally, conduct the business of the neighborhood
- x. Have other/specific duties as spelled out elsewhere in the bylaws OR as delegated by the BANC/SC
- xi. The Chairperson cannot also serve as Secretary

2. Vice Chairperson

- i. Read and be familiar with the bylaws
- ii. Maintain communication with BANC/SC chairperson
- iii. Assist in the duties of the chair or other Executive Committee members as requested
- iv. Assume the duties of the chair or other Executive Committee members in their absence
- v. Have other duties as delegated by the BANC/SC and the Executive Committee

3. Secretary

- i. Read and be familiar with the bylaws
- ii. Maintain communication with the BANC/SC chairperson
- iii. Responsible for production of meeting minutes in a timely fashion
 - a. Draft minutes from the prior month's meeting will be available to the council chairperson prior to the next Executive Committee meeting.
- iv. Responsible for maintenance of attendance records, working with the Communications Officer
- v. Send approved monthly BANC/SC meeting minutes to the Office of Neighborhood Services within 1 week of approval
- vi. Responsible for written communications, such as letters
- vii. Maintain and organize all documents on the neighborhood's electronic drive

4. Treasurer

- i. Read and be familiar with the bylaws
- ii. Maintain communication with the BANC/SC chairperson
- iii. Responsible for financial records
- iv. Responsible for providing a financial report at each BANC/SC meeting to include expenses, income and current bank account balances
- v. Responsible for all banking activities to include deposit and withdrawals, check writing and payment of bills, reimbursement of expenses to individuals acting on behalf of BANC/SC, maintenance of on-line banking access including keeping passwords confidential and updated
- vi. Maintain the non-profit status of the BANC/SC with the State of WA and initiate and maintain 501(c)3 status if BANC/SC so requests
- vii. File income tax papers as needed

5. Communications Officer

- i. Read and be familiar with the bylaws
- ii. Maintain communication with the BANC/SC chairperson
- iii. Maintain a current list of voting members, working with the Secretary
- iv. Maintain a current list of BANC/SC members and other interested parties, to include contact email information.
- v. Maintain secure access to the neighborhood's electronic drives, email account and email server accounts. The neighborhood's email address is: brownescouncil@gmail.com
- vi. Notify members, residents and the public of meetings
- vii. Notify members, residents and the public of special events and news regarding or impacting the neighborhood using established electronic and written means
- viii. Maintain positive social media contact via coordination of the distribution of public relations materials. Distribution or electronic release of information regarding the neighborhood must be approved by at least the BANC/SC chairperson or up to two other members of the Executive Committee
- ix. Maintain or oversee the neighborhood's social media and web-site as required

6. Members-at-Large

- i. Read and be familiar with the bylaws
- ii. Maintain communication with the BANC/SC chairperson
- iii. Are expected to serve on at least one external committee, representing Browne's Addition Neighborhood at the city level, as needed and reporting highlights from said meetings back to the council
- iv. Have other duties as delegated by the BANC/SC and/or the Executive Committee

SECTION 8—Community Assembly Representative and Alternate Duties

- A. The Executive Council shall appoint this position. This individual may be, but is not required to be, a current Member-at-Large on the BANC/SC Executive Committee.
 - 1. If not a Member-at-Large, must read and be familiar with the bylaws
- B. Must be a voting member in good standing and remain in good standing, of BANC/SC.
 - 1. If the CA Representative loses voting member standing in BANC/SC, they may be removed from the CA Representative position
- C. Represents the interests of BANC/SC as directed by the Executive Committee.
- D. Attends the monthly Community Assembly meetings. If unable to attend, arranges for the designated substitute to attend and alerts the BANC/SC chairperson to the change.
- E. Will vote on issues representing BANC/SC with prior authorization by the BANC/SC, except to vote to consider an issue, approve CA minutes or for other CA specific business.
- F. Provides a monthly report of CA to the BANC/SC, including motions voted upon.

SECTION 9—SPECIAL AND STANDING COMMITTEES

- A. The Chairperson, with the approval of the Executive Council, may from time to time appoint committees to help conduct the business of BANC/SC.
- B. Oral reports by said committee shall be made to BANC/SC and shall be entered into the minutes. The Chairperson may ask for a written report from any committee if he/she deems it necessary.

SECTION 10—APPOINTMENTS

- A. The Chairperson, with the approval of the Executive Committee, may from time to time recommend individuals for appointment to various Boards, Commissions, Task Forces, etc. Such appointment recommendations shall be reported at the next regular meeting of BANC/SC.

SECTION 11—PARLIAMENTARY PROCEDURE

- A. Unless otherwise specifically defined in these bylaws, all affairs of BANC/SC shall be governed by Robert Rules of Order, revised Edition.

SECTION 12—AMENDMENTS

- A. Proposed amendments to these bylaws may be accepted by a 75% majority vote of those present at a regular BANC/SC meeting providing that a resolution proposing consideration of the amendments has been adopted by a simple majority at a preceding regular meeting by voting members, 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 BANC/SC shall be forwarded within two weeks to the City of Spokane Office of Neighborhood Services.

SECTION 13—Adoption of Bylaws

- A. Upon the date of adoption of these bylaws, all currently recognized voting members of the Browne's Addition Neighborhood Council/Steering Committee shall be voting members of the Neighborhood Council. These individuals shall remain voting members by satisfying the criteria listed in SECTION 5, Part B.
- B. The Communications Officer of the Executive Committee shall distribute copies of the bylaws to current members of the BANC/SC upon adoption. Subsequently, members shall receive a copy of the bylaws upon request or upon being elected to the Executive Committee if they had not yet served in any capacity. In addition, a copy of the bylaws will be stored electronically by BANC/SC and is also held by the Office of Neighborhood Services.
- C. These bylaws of the Browne's Addition Neighborhood Council/Steering Committee supersede all other versions and shall become effective on January 19, 2023.