

BROWNE'S ADDITION NEIGHBORHOOD COUNCIL BYLAWS

SECTION 1 - NAME

- A. We shall be known as the Browne's Addition Neighborhood Council.

SECTION 2 - STATEMENT OF PURPOSE

- A. The purpose of the Browne's Addition Neighborhood Council is to preserve and improve the quality of life, promote common interest, preserve neighborhood character, and promote harmony through open dialogue, mutual respect, and an inclusive environment where diversity is open and encouraged. We will promote this purpose through actions including but not limited to:
1. Represent Browne's Addition in the Neighborhood Council Program.
 2. Review and recommend an action, a policy, or a plan to the City Council Neighborhood Committee, the City, and to any agency, commission or board on matters affecting the Browne's Addition neighborhood.
 3. Assist the City in determining priority needs for the neighborhood.
 4. Review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvements.
 5. Undertake to manage projects as may be agreed upon or contracted with public agencies.
 6. To source, secure, manage, and disburse funds and/or property for projects, activities, or improvements which are outside of the Neighborhood Council Program but are for the benefit of the neighborhood.

SECTION 3 - NEIGHBORHOOD BOUNDARIES

- A. North: The centerline of Riverside Avenue from Latah Creek to approximately Spruce St. From approximately Spruce St. east to Maple Access, the north boundary of all lots fronting on the north side of Riverside Avenue.
East: Maple Access from Riverside Avenue to the north side of the railroad grade (near Sunset Boulevard). This includes the South Maple Street Parkway.
South: The north side of the north railroad grade from Maple Access, west to the bluff over Latah valley (just south of where Coeur D'Alene Street intersects with Sunset Boulevard).
West: The bluff from the north railroad grade to the intersection of Riverside Avenue and Latah Creek.

It is recommended that any new properties built on the north side of Riverside with access from Riverside be included in Browne's Addition.

SECTION 4 - NEIGHBORHOOD COUNCIL MEMBERSHIP

- A. Council membership is open to any person who is at least 16 years of age and owns property in the neighborhood, lives in the neighborhood, or operates a business in the neighborhood.
- B. Voting--A person who meets the above criteria is considered a voting member of the Council upon attendance of his or her second regular and/or special Council meeting within six months. Voting privileges will be kept by attending two out of every six Neighborhood Council meetings. Voting privileges are extended only to Council members who are present at a Neighborhood Council Meeting. A person who has attained voting status and relocates out of the neighborhood

or sells his or her property may keep voting status by attending two out of every six Neighborhood Council meetings. The Executive Council may approve excused absences.

- C. Upon the date of adoption of these bylaws, all currently recognized voting members of the Browne's Addition Steering Committee and all those present at the meeting to adopt the Neighborhood Council shall be voting members of the Neighborhood Council. These individuals will remain voting members by satisfying the criteria listed in Section 4 Part B.
- D. Lists of voting members and all persons who attend Neighborhood Council meetings will be updated monthly. The updated lists will be forwarded to the Department of Neighborhood Services by March 1st and September 1st of each year.
- E. The Secretary shall distribute a copy of the adopted Browne's Addition Neighborhood Council Bylaws to current Steering Committee members. Subsequently, each member shall receive a copy of the bylaws upon request.

SECTION 5 - MEETINGS

- A. Regular Council meetings shall be held no less than 6 times per year at Emmanuel Lutheran Church, or at a place to be designated at least two weeks prior to a scheduled meeting. The Executive Council will select regular meeting times and dates annually, prior to the Annual Neighborhood Meeting.
- B. Special or Emergency meetings of the neighborhood Council may be called by the Chairperson, or shall be called by the Chairperson upon request from the Executive Council or from two members of the Neighborhood Council. Any action taken at a Special or Emergency Meeting shall be reported at the next regular Council Meeting.
- C. Regular and Special Council Meetings shall be open to the public. Visitors are invited to participate in discussion, but voting is limited to Council.
- D. Approved minutes of meetings and sign-in sheets, as a record of attendance, shall be kept for all regular, special, emergency, and executive council meetings and shall be kept on file at the home of the secretary of the Council. Approved minutes of Neighborhood Council meetings shall be forwarded to the City of Spokane Office of Neighborhood Services to be maintained on public file.
- E. The minimum number of Council members necessary to establish a quorum at any Neighborhood Council meeting is thirty percent (30%) of the eligible voting members. All Neighborhood Council meeting decisions will be made by a simple majority vote, unless identified otherwise in the bylaws.

SECTION 6 - MEETING NOTIFICATION

- A. The Annual Neighborhood Meeting shall be publicized in the neighborhood using whatever means are available--newsletter, fliers, notification in newspapers and on radio and television, etc. Notification of the meeting shall be sent to Council members not less than 14 calendar days before the meeting.
- B. Regular Council Meeting notifications shall include time, date, place, and agenda items.

Notices shall be mailed to Neighborhood Council members not less than seven days before each meeting.

- C. All Council members must be notified of Special or Emergency Council Meetings by telephone as soon as possible after the meeting has been called. If possible, written notification will also be sent.
- D. Failure to notify a member does not invalidate the meeting if notification was attempted in good faith.

SECTION 7 - OFFICERS

- A. The officers of the Neighborhood Council shall be: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Communications Officer.
- B. The duties of the officers are as follows:

Chairperson shall be responsible for operating the Neighborhood Council pursuant to these bylaws and shall be responsible for authorizing expenditures of Neighborhood Council funds. The Chairperson shall prepare Council meeting agendas, chair all meetings; be an ex-officio member of all committees, and represent the neighborhood at all official functions. The Chairperson shall have other duties as delegated to her/him by the Neighborhood Council and the Executive Council.

Vice-Chairperson shall assume all duties of the Chairperson in her/his absence. The Vice-Chairperson shall coordinate neighborhood programs and projects, assist the Chairperson to prepare agendas and conduct meetings, and have other duties as delegated to her/him by the Neighborhood Council and the Executive Council.

Secretary shall be responsible for minutes, records and written communications as required by these bylaws or as directed by the Chairperson.

Treasurer shall be responsible for the financial records, reports and cash funds held by the Committee. The Treasurer shall be responsible for maintaining the Council's bank accounts and submitting a written report identifying income and expenditures on a monthly basis.

Communications Officer shall be responsible for maintaining a current list of voting members and notifying these members of Council Meetings. The Communications Officer shall be responsible for notifying neighborhood residents and the public of neighborhood meetings and special events by coordinating the distribution of public relations materials and maintaining positive media contact. All materials for distribution must be approved by at least 2 other members of the executive committee before distribution.

SECTION 8 - EXECUTIVE COUNCIL

- A. The Executive Council shall have a total of nine (9) members, consisting of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Communications Officer, immediate Past-Chairperson and three members at-large elected by the Neighborhood Council. Five Executive Council members shall constitute a quorum.

- B. The Executive Council shall be responsible for the general management of the affairs of the Neighborhood Council and the implementation of proposed projects. Executive Council members shall represent the Neighborhood Council at official functions and meetings as directed by the Chairperson.
- C. The Executive Council shall select one of its members and an alternate to represent the interests of the council at Community Assembly meetings held by the city and shall meet with the City of Spokane Office of Neighborhood Services regularly to discuss community-wide issues. This representative will not vote representing the Council on any issues without authorization by the Council except to vote to consider an issue or for assembly business. The Community Assembly Representative will report on the activities of the Community Assembly to the Neighborhood Council at the next regular meeting.
- D. The Executive Council shall be responsible for long range planning and the evaluation of programs and projects.
- E. The Executive Council shall act for the Neighborhood Council in matters specifically delegated to it by the membership, and may act for the Neighborhood Council between regular meetings of the membership on matters deemed urgent. Any such action shall be reported at the next regular meeting of the Neighborhood Council. None of its actions shall conflict with actions taken or policies formulated by the Neighborhood Council.

SECTION 9 - NOMINATION, ELECTION, AND TERM OF OFFICERS

- A. A Nominating Committee of at least three (3) members shall be selected by the Executive Council and announced at a fall meeting.
- B. At the following meeting, the Nominating Committee shall propose one (1) or more candidates for each office for the coming year, and no less than three (3) candidates for the at-large positions of the Executive Council. At the same meeting, nominations will be accepted from the floor for additional candidates. All candidates must have accepted the nomination and be qualified voting members of the council.
- C. Elections will be held at the meeting subsequent to that. Nominations from the floor will be accepted.
- D. Voting will be by secret ballot, to be tallied by the Secretary or a designated officer and one other voting member. Ballots shall be maintained for sixty (60) days by the secretary and shall then be destroyed.
- E. Officers and at-large members will be elected by majority vote if there are two (2) or fewer candidates; or a plurality vote if there are three (3) or more candidates.
- F. Term of office shall be one year commencing on January 1. Officers may serve for unlimited consecutive terms.
- G. Officers or at-large members vacated during a term shall be filled by appointment by the Executive Committee until the next regular election.

- H. The Secretary shall notify the Department of Neighborhood Services in writing of the names of newly elected officers, their addresses, phone numbers and terms of office, the date they are due to take office, and of any removals or vacancies that may occur.

SECTION 10 - REMOVAL AND VACANCIES OF OFFICERS

- A. Any elected officer may be removed from office for good cause shown. A resolution to consider the removal of an officer must be adopted at a regular Council meeting before consideration at the following meeting. Removal requires a sixty percent (60%) majority vote of members present.

SECTION 11 - 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 the Neighborhood Council.
- B. Oral reports by the committee shall be made to the Neighborhood Council and shall be entered into the minutes. The Chairperson may ask for a written report from any committee if she/he deems it necessary.

SECTION 12 - APPOINTMENTS

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

SECTION 13 - PARLIAMENTARY PROCEDURE

- A. Unless otherwise specifically defined in these bylaws, all affairs of the Neighborhood Council shall be governed by Robert Rules of Order, Revised Edition.

SECTION 14 - AMENDMENTS

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

SECTION 15 - EFFECTIVE DATE

- A. These bylaws of the Browne's Addition Neighborhood Council shall become effective on May 5, 1999 and supercede all others.