

CHIEF GARRY PARK

NEIGHBORHOOD COUNCIL BYLAWS

AMENDED 2.16.17

Section 1-Name

This organization shall be known as the Chief Gary Neighborhood Council (hereinafter CGPNC).

Section 2-Statement of Purpose

The purpose of the CGPNC is to improve and preserve the quality of life in the Chief Gary Park neighborhood through the following actions:

1. Review and recommend an action, a policy or a plan to the Community Assembly, the City of Spokane or any of it's agencies, other government bodies or agencies or any commission or board on any matter affecting Chief Gary Park neighborhood;
2. Assist city agencies or other agencies in determining priority needs for the neighborhood;
2. 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 that are outside of the Neighborhood Council Program allocations but are for the benefit of the neighborhood.

Section 3-Neighborhood Boundaries

A The boundaries of the CGPNC are north and west Spokane River, east Havana Street, south Trent Avenue; together with all that contiguous area within the July 10, 1998 Spokane City limits lying east of Havana Street and south of the Spokane River.

Section 4-Neighborhood Council Membership

A Neighborhood Council voting membership shall be open to anyone who resides or owns property, operates a business or a non-profit organization in the neighborhood, and who is at least 16 years of age. Only one vote per operating business.

B Voting membership shall be granted to any individual who meets the above criteria and has attended three

(3) out of any four (4) consecutive regularly scheduled Neighborhood Council meetings.

C There shall be no limit to the number of Neighborhood Council voting members.

D Voting membership shall be granted to any individual who meets the above criteria. Membership becomes effective at the end of the third (3rd) meeting. All new voting members shall be noted in the minutes.

E The voting membership list shall be updated at least semi-annually and a copy shall reach the City of Spokane's Office of Neighborhood Services by March 1 and September 1 of each year.

F No member shall purport to represent the Neighborhood Council unless authorized to do so by the CGPNC.

G Upon the date of adoption of these bylaws all currently recognized members of the Neighborhood Council 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 CGPNC, will automatically become members. After the date of adoption, the voting membership criteria listed above shall apply.

H Each voting member shall receive a copy of the adopted CGPNC bylaws upon request.

J If voting members are unable to make a regular meeting, they must contact an Executive- Committee member or have another member indicate their absence to an officer at said meeting in order for the absence to be excused. All excused absences shall be noted in the minutes.

Section 5-Associate Membership

A Associate membership shall be open to anyone who does not meet the criteria for voting membership but who is desirous of participating in the 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-Removal of Members from the CGPNC

A An individual's voting membership on the CGPNC shall lapse on the third (3rd) successive unexcused absence unless there are extenuating circumstances, which shall be approved by a majority of the Executive Committee. Individuals shall automatically be removed from voting membership if they no longer meet the criteria of Section 4 A.

B This termination or excused absence due to extenuating circumstances shall be noted in the minutes of the next regular meeting of the CGPNC.

Section 7-Meetings

A The minimum number of members necessary to establish a quorum at any regular or special meeting is thirty percent (30%) of the current eligible voting members.

B Unless otherwise specifically defined in these bylaws, all affairs of the CGPNC shall be governed by *Robert's Rules of Order, Newly Revised*, current edition.

C Regular Neighborhood Council meetings shall be held monthly on the third (3) Thursday, normally at Christ the King Church 2103 E. Mission or a place to be designated two (2) weeks prior to the meeting. It is optional to meet in the months of July, August or December. This will be determined at the June meeting.

D Special meetings of the Neighborhood Council may be called by the chairperson or upon request of 51 percent (51%) of the voting membership of the CGPNC. In the latter case, the chair shall be obligated to call a special meeting. Any actions taken at special meetings shall be reported at the next regular CGPNC meeting.

E CGPNC meetings shall be open to the public. Visitors shall be invited to participate in the discussion of the matters at hand, but only voting members shall vote.

F The CGPNC shall hold an annual meeting in September of each year for the purpose of nominating officers. Election of officers shall be held the following October.

G Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the CGPNC and shall be forwarded to the City of Spokane's Office of Neighborhood Services and shall be kept on file at the home of the Chair and/or Secretary/Treasurer.

H Only CGPNC voting members actually present at any given meeting may vote.

I At the January meeting, the Executive Committee shall take suggestions for the yearly agenda from the Neighborhood Council at large. This yearly agenda items- setting is only tentative and is for the purpose of giving the Executive Committee direction and specifically identifying future known agenda items. Suggestions shall be noted in the minutes.

Section 8-Meeting Notification

A All regular and special meetings shall be publicized in the neighborhood using whatever reasonable means are available, for example, but not limited to, flyers, mailings, newspapers, radio, television, social media, etc. Notices shall be given not less than two (2) days before the meeting date.

B Council voting members and those who have signed-in for either of the last two consecutive,

previous, regular meetings shall be notified by mail, telephone, flyer or social media of regular or special meetings' date, place, time, and preliminary agenda not less than two (2) days before the meeting. Any member may choose to forgo the mail, telephone or flyer notifications of regular meetings if said member makes the request at any regular meeting and it is so noted in the minutes.

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 9-Officers and Duties

A The officers of the CGPNC shall be: Chair (or Co-Chairs), Vice-Chair, Secretary/ Treasurer (the Secretary and Treasurer can be held by one person, which will be the only position to be filled in this manner).

B The duties of the officers are as follows:

1. The Chair (or Co-Chairs) shall be responsible for the operation of the CGPNC and its officers pursuant to these bylaws. This shall include conducting all regular, special and executive-committee meetings; representing the neighborhood at official functions (the Chair(s) has the option of choosing a member of the CGPNC as a representative); appointing ad hoc committees and standing committees (and their chairs); being an ex-officiomember(s) (if so desired) of all ad hoc and standing committees (except the nominating committee); monitoring expenditures authorized by the Neighborhood Council part of the neighborhood; ordering the expenditure of funds in accordance with the budget and generally conducting the business of the neighborhood. The Chair(s) 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 CGPNC.
2. The Vice-Chair shall assist the Chair(s) in conducting regular, special and executive- committee meetings (unless an ad hoc committee has been designated to do this); present proposals of reallocations of monies and making reports of such at the regular meetings (unless an ad hoc committee has been designated to do this); and assume all duties of the Chair in his/her absence. He/she will also track membership and quorum, advise on parliamentary procedures, and shall also have specific duties as spelled out elsewhere in these bylaws and as delegated by the CGPNC.
3. The Secretary/Treasurer shall maintain all written records as required by the bylaws; maintain accurate accounting of all expenditures that have been directly ordered by the Chair for the Neighborhood Council; produce all written communications as directed by the Chair, the Executive Committee or the CGPNC; and forward all written records described above to the Office of Neighborhood Services. The Secretary/Treasurer shall also assist the Vice-Chair with tracking membership and shall also have specific duties as spelled out elsewhere in these bylaws and as delegated by the CGPNC.

Section 10-Nomination, Election and Term of Officers

- A A nominating committee appointed by the Chair shall propose for the annual meeting one or more eligible voting candidates from the CGPNC 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 CGPNC. Job descriptions as written in these bylaws of the officers shall be read aloud at the annual meeting. Officers need to have been voting members in good standing for 1 year.
- B Officers shall be elected by the CGPNC 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 shall 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) year from January 1st through December 31st. Officers may serve an unlimited number of terms in the same office. The Secretary shall notify the City of Spokane's Office of Neighborhood Services in writing of the names of the newly elected officers, their addresses and telephone numbers and terms of office within thirty (30) days of election.
- F The Secretary shall notify the City of Spokane's Community Assembly representative and alternate and Communications Coordinator, their addresses and telephone numbers within thirty (30) days of election or appointment. The Secretary shall also notify boards, commissions, etc., in writing of the names of any member selected or appointed who represent the CGPNC on said boards, commissions, etc., and their addresses and telephone numbers within thirty (30) days of election or appointment.

Section 11-Removal and Vacancies of Officers

- A Any elected officer may be removed from office for good cause. Removal shall be debated by the CGPNC and shall require a two-thirds (2/3) vote of voting members present at a meeting of the CGPNC, providing that a notice proposing the consideration of the removal has been announced 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, as long as they are voting members in good standing, 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 12-Executive Committee

- A The Executive Committee shall be composed of the officers, the designated representative and designated alternate to the Community Assembly and the chair (or co-chairs) of any standing or ad hoc committee, and the Communications Coordinator.

B The Executive Committee shall be responsible for the management of the affairs of the CGPNC. The duties shall include setting meeting agendas, overseeing that the officers carry out their specific duties, and acting for the CGPNC in matters specifically delegated to it. It may act for the CGPNC between regular meetings of the membership on any matter deemed urgent. Any such action shall be reported at the next regular meeting of the CGPNC.

Section 13-Committees

A The CGPNC Chair, with the approval of the Executive Committee or at any meeting of the CGPNC may appoint standing committees to help conduct the business of the CGPNC. The Chair at the next regular meeting shall announce standing committees and their members if not approved by the CGPNC and noted in the minutes.

B The Chair may appoint ad hoc (for a specific purpose) committees to help conduct specialized business of the CGPNC. All ad hoc committees formed and their members shall be announced by the Chair at the next regular meeting (if not formed at such meeting) and noted in the minutes. When ad hoc committees have completed their task, the Chair shall announce this at the next regular meeting and it shall be noted in the minutes.

C Committees shall have chairs or co-chairs appointed by the Chair, they shall keep sign-in sheets for each meeting of the standing committee or ad hoc committee, and each chair shall make oral reports at the meetings of the CGPNC which shall be entered into the minutes.

D There shall be no limit to the number of members on a standing committee or ad hoc committee unless the committee is formed to work with an outside entity and that entity specifies the number of committee members.

E Any member that is appointed or elected to any board, commission, etc. by the Chair shall make an oral report to the CGPNC as necessary or upon request by the chair. This report shall be entered into the minutes.

F The Executive committee may meet on an as needed basis between regular scheduled Neighborhood Council meetings to conduct business that is time sensitive in nature (except in cases of funding) and if needed a phone or electronic vote shall be taken of voting members and the results of said vote shall be announced at the next regular scheduled meeting.

Section 14-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 announced 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. The Secretary shall forward amendments approved by the CGPNC within four (4) weeks to the City of Spokane's Office of Neighborhood Services.

Section 15-Representative to the Community Assembly

A The Neighborhood Council part of the neighborhood shall select, from among the voting members, one representative and a designated alternate to the Community Assembly. The representative and alternate shall represent the interests of the Chief Garry Park Neighborhood Council. There are no term limits to these positions, however, the Chair, at the annual meeting, shall ask if other members are interested in this position and shall read aloud the description of the position as defined in these bylaws. If two or more members are interested than an election shall take place in accordance with these bylaws regarding officers. The Community Assembly representative and alternate, if new, shall be expected to attend Community Assembly meetings in October, November, and December with the previous representative and/or alternate and then in January shall be the representative and/or alternate on the Community Assembly.

B Either the representative or alternate is expected to attend all business meetings of the Community Assembly and report back each month to the Neighborhood Council.

C The representative and alternate serve at the pleasure of the Neighborhood Council and may be replaced at any time by a majority vote of members present.

Section 16-Communications Coordinator

A The CGPNC shall select, from among the voting members, a Communications Coordinator. This is no term limit to this position. The Chair, at the annual meeting shall ask if other members are interested in this position and read aloud the description of the position as defined in these bylaws. If two or more members are interested then an election shall take place in accordance with these bylaws regarding officers.

B The Communications Coordinator shall be responsible for telephone, mail, email or flyer notification to CGPNC members and attendees as specified in these bylaws and shall be responsible for soliciting and organizing any help such as, but not limited to, a "telephone tree" to help facilitate the bylaws. The Communications Coordinator shall also coordinate publicity activities regarding regular or special meetings or special events by whatever means are available but not limited to flyers, mailings, e-mails, faxes, print and TV media, out of neighborhood newsletters and publications.

C The Communications Coordinator serves at the pleasure of the CGPNC and may be replaced at any time by a majority vote of members present.

Section 17-Effective Date

These amended bylaws of the CGPNC shall become effective on February 16, 2017 and supersede all others.

