

CHIEF GARRY PARK NEIGHBORHOOD COUNCIL BYLAWS AMENDED 11.17.2021

Section 1-Name

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

Section 2-Statement of Purpose

- A. 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 its 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;
 - 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 that are outside of the Neighborhood Council Program allocations but are for the benefit of the neighborhood.
 - 6. Promote the improvement, refurbishment and maintenance of neighborhood facilities and features, including but not limited to: residential, commercial and institutional structures; streets, alleys and sidewalks; and parks and open spaces throughout the neighborhood.
 - 7. Concern itself with social issues regarding the general health, safety and welfare of the neighborhood residents.

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, or operates a business or a non-profit organization in the neighborhood for at least 6

months and, who is at least 16 years of age. Only one vote per operating business or non-profit organization.

- 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 bind, represent or act on behalf of the CGPNC in any way unless the member is an Officer, or has been given prior authorization by an Officer or the CGPNC, and then only to the extent of the authorization expressly conferred.
- 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 know 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 becoming a voting member. Any individual eligible for membership may request a copy.

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. If voting members are unable to attend a regular meeting, they may contact an Executive Committee member or have another member in attendance at said meeting request that they be excused. All excused absences shall be noted in the minutes.
- C. 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 meetings 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 (3rd) Wednesday of the month at 6:30 pm at a place to be designated at least one month prior to the meeting. At each Regular Meeting the date, time and place for the next meeting shall be announced. Meetings may be skipped (for example in July, August or December). If a meeting is to be skipped it must be announced at the previous regular meeting. Meetings may also be held via electronic media.
- D. Special meetings of the Neighborhood Council may be called by the Chair 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. If a matter arises which requires a vote by the CGPNC and there is a time deadline which would preclude calling a special meeting under Section 8 of these bylaws, the Executive Committee may propose a resolution and submit it to the voting members via email. The voting members may then submit their votes by return email. This vote will be binding provided responses are received from a quorum of the CGPNC as defined in Section 7-A.
- F. CGPNC meetings shall be open to the public. Visitors may be invited to participate in the discussion of the matters at hand, but only voting members shall vote.
- G. 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. See Section 10.
- H. Approved minutes of meetings and 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.
- I. Only CGPNC voting members actually present at any given meeting may vote.
- J. 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 non-binding and is for the purpose of giving the Executive Committee direction and identifying possible future 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, email, 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 attended either of the last two consecutive, previous, regular meetings shall be notified by mail, email, telephone, flyer or social media of the date, place, time, and preliminary agenda of all regular or special meetings 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. This notification is mentioned elsewhere in these bylaws as the Call to 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 9-Officers and Duties

- A. The officers of the CGPNC shall be: Chair, Vice-Chair, Secretary and Treasurer. The offices of Secretary and Treasurer may be held by one person. These are the only offices which can be held jointly in this manner.
- B. The duties of the officers are as follows:
 1. The Chair shall be responsible for the operation of the CGPNC and its officers pursuant to these bylaws. This shall include:
 - a. Conducting all regular, special and executive-committee meetings;
 - b. Prepare a preliminary agenda for Regular and Special meetings to be included in the Call to Meeting as described in Section 8-B.
 - c. Representing the neighborhood at official functions. The Chair(s) has the option of choosing a member of the CGPNC as a representative;
 - d. Appointing ad hoc committees and standing committees (and their chairs);
 - e. Being an ex-officio member(s) (if so desired) of all ad hoc and standing committees except the nominating committee;
 - f. Monitoring expenditures authorized by the Neighborhood Council;
 - g. Ordering the expenditure of funds in accordance with the budget and generally conducting the business of the neighborhood.
 - h. The Chair(s) shall have the primary responsibility for leading the long-term and short-term planning efforts of the neighborhood
 - i. Other specific duties as spelled out elsewhere in these bylaws and as delegated by the CGPNC.
 2. The Vice-Chair shall:
 - a. Assist the Chair(s) in conducting regular, special and executive- committee meetings (unless an ad hoc committee has been designated to do this);
 - b. 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);
 - c. Assume all duties of the Chair in his/her absence;
 - d. Track membership and quorum;
 - e. Advise on parliamentary procedures;
 - f. Other specific duties as spelled out elsewhere in these bylaws and as delegated by the CGPNC.
 3. The Secretary shall:
 - a. Maintain all written records as required by the bylaws;
 - b. Produce all written communications as directed by the Chair, the Executive Committee or the CGPNC;
 - c. Forward all written records described above to the Office of Neighborhood Services;
 - d. Assist with tracking membership
 - e. 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 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.

- g. Other specific duties as spelled out elsewhere in these bylaws and as delegated by the CGPNC.

4. The Treasurer shall

- a. Collect and disburse moneys on behalf of the CGPNC;
- b. Maintain an accurate accounting of all moneys received and expenditures made with funds of the CGPNC
- c. Assure that all expenditures have been properly approved by the Chair or the CGPNC.

Section 10-Nomination, Election and Term of Officers

- A. A nominating committee may be appointed by the Chair to recruit and nominate one or more eligible voting candidates from the CGPNC for each office for the coming year. Nominations shall also be accepted from the floor. Voting members may nominate themselves for any office. All candidates must have accepted the nomination and be qualified voting members of the CGPNC to be included in the election. Job descriptions as written in these bylaws of the officers shall be read aloud at the annual meeting. Officers must be voting members of the CGPNC.
- 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. If the meeting is held by electronic media, electronic voting can be used if it allows for retaining the individual votes.
- E. 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.
- F. 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.

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, 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 (see section 16) and the chair (or co-chairs) of any standing or ad hoc committee, and the Communications Coordinator (see section 17).
- 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.
- C. The Executive committee may meet as needed 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 13 – Expenditure of Council Funds

- A. With the exception listed below, all expenditures of CGPNC funds must be approved by a vote of the CGPNC before the moneys are spent.
- B. Officers may be reimbursed for minor expenses for ink, paper, postage and similar items necessary for the operation of the CGPNC without a vote. These expenses shall be reported by the Treasurer at the next Regular Meeting

Section 14-Committees

- A. The CGPNC may establish standing committees to help conduct the business of the CGPNC. Other entities, such as the City of Spokane may also establish boards or committees to which they invite the CGPNC to appoint a member.
- B. 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.
- C. It shall be the duty of any member of the CGPNC appointed or elected as a representative of the CGPNC on an outside committee or Board to:
 1. Attend all meetings and trainings of the respective committees;
 2. Give a full written or oral report to the CGPNC each month for the duration of the elected office or appointment or as long as said committee/board meets.Any member nominated or proposed for such a committee shall be read these duties and shall explicitly accept them before being elected or appointed.
- D. 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.

- E. 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.
- F. 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.
- G. 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.

Section 15-Amendments

- A. An ad hoc committee shall be appointed no less often than every two years to review these bylaws and propose any amendments warranted by changing circumstances.
- B. 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 16-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 then 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 17-Communications Coordinator

- A. The CGPNC shall select, from among the voting members, a Communications Coordinator. There 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 18-Effective Date

These amended bylaws of the CGPNC shall become effective on November 17, 2021 and supersede all others.