



BYLAWS (Amended)

Comstock Neighborhood Council

Adopted December 18, 2024

Section 1: Name

- A. This organization shall be known as the Comstock Neighborhood Council (CNC). Neighborhood Councils exist as a result of the City of Spokane Charter in order to “foster communications between the citizens of Spokane and all facets of City government.”

<https://my.spokanecity.org/opendata/charter/article-08/>

Section 2: Statement of Purpose

- A. The purpose of the CNC is to improve and preserve the quality of life in the Comstock Neighborhood through the following actions:
1. Review and recommend an action, a policy, or a plan to the Community Assembly, City Council Neighborhood Committee (includes representatives from City Council, Office of Neighborhood Services - ONS, and Community Assembly – CA), City Council, Mayor, City or any City agency, commission, or board, on any matter affecting the 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. Review, comment and if necessary legal action on projects that could adversely impact the quality of life character, or environmental health of the Comstock neighborhood.

Section 3: Neighborhood Boundaries

- A. **North:** South side of 29th Avenue to Perry Street
South: 57th Avenue (north boundary of Hangman Park)
East: West side of Perry Street from 29th Avenue to 53rd Avenue, from Perry to Hatch, Hatch south to 57th Avenue
West: High Drive from 29th Avenue to Manito Boulevard; the bluff south to 57th Avenue (south from the northern border of The Creek at Qualchan Municipal Golf Course, east to Manito Golf Club, and south to 57th Avenue)

Section 4: Council Membership

- A. Council membership shall be open to anyone who lives, owns property, or operates a business in the neighborhood and who is at least 16 years of age.
- B. Anyone who meets the criteria in 4A and requests membership and/or is listed in the CNC database is a member.
- C. Voting membership shall be given to any individual who meets the criteria in 4A and shall be effective at the second meeting attended within a 12 month period.
- D. To maintain voting privileges, each member shall attend one meeting annually.
- E. There shall be no limit to the number of Neighborhood Council members.
- F. No member shall purport to represent the Neighborhood Council unless authorized to do so by the Neighborhood Council.
- G. Upon request, each member shall receive one copy of these adopted 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 Comstock Neighborhood Council as a non-voting supporter.
- B. An associate member may serve on a committee, panel or program but may not hold any office and shall not have voting authority. An associate member may be a committee chair if no voting member is willing to hold that position.
- C. There shall be no limit on the number of associate members.

Section 6: Meetings

- A. Unless otherwise defined in these Bylaws, all affairs of the Comstock Neighborhood Council shall be governed by Robert's Rules of Order, current edition.
- B. At least eight (8) regular Council meetings shall be held each year, unless cancelled by an emergency. These meetings shall be in January, February, March, April, May, September, October and November. Meetings will be held at a consistent location when possible on the third (3rd) Wednesday of the month at 6:00pm or at a place, date and time to be designated at least one week prior to the meeting.
- C. Special meetings of the Council may be called by the Chair or shall be called by the Chair upon request of 20 individuals who own property or a business, or reside in the Comstock Neighborhood and are at least 16 years of age.
- D. Except for executive sessions, council meetings shall be open to the public and visitors shall be invited to participate in the discussion of the matters at hand. However, only qualified members of the Council are eligible to vote. Executive sessions may be called to discuss legal or other confidential matters.

- E. The minimum number of voting members necessary to establish a quorum at any regular meeting is thirty percent (30%) of the members at the previous meeting and a majority of the officers in filled positions (see Section 8).
- F. The Council shall hold an annual meeting in the first quarter of each year for the purpose of election of officers and an annual report of activities of the Council. The meeting need not be separate from the regular meeting.
- G. Approved minutes of the 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 of Spokane Office of Neighborhood Services to be maintained on public file, and shall be kept on file in the possession 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; these include, but are not limited to, the following: flyers, mailings, newspapers, radio, television, electronic communications, and social media. Notices shall be distributed not less than seven (7) days before the meeting date.
- B. 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 CNC shall be Chair (or Co-chairs), Vice Chair, Community Assembly Representative, Community Assembly Alternate, Secretary, Treasurer (Secretary and Treasurer can be held by one person), and Communications Director. An officer only has one (1) vote even when holding more than one position.
- B. Duties of the officers are as follows:
 - a. 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 authorized by the Council, and generally overseeing

the business of the Council. The Chair shall have the 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.

- b. The **Vice Chair** shall assist the Chair in preparing meetings, agendas, and conducting meetings and shall assume the role of the Chair when required.
- c. The **Community Assembly Representative and Alternate** shall be voting members of the Neighborhood Council. They shall represent the interests of the Council at the 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 position may be held by another officer. The representative will not vote representing the CNC on issues without authorization by said Council, except to vote to consider a discussion of an issue or for Community Assembly business. Following each CA meeting, the representative will make a report at the next CNC on all CA business that was carried out. The Alternate will only operate in the absence of the Community Assembly Representative.
- d. The **Secretary** shall maintain all written records as required by the Bylaws and produce all written communication as directed by the Chair, the Executive Committee, or Council membership. As additional duties, the Secretary shall record and maintain minutes, sign-in sheets and a record of eligible members.
- e. 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 government agency requiring filing.
- f. The **Communications Director** shall maintain a database of members, including attendance, email notifications, and other information as needed, and post information, including meeting date, time, and location on the CNC website.

Section 9: Nomination, Election and Terms of Office

- A. A nominating committee appointed by the Executive Committee shall propose for the annual meeting 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 of those voting. If no one receives a majority, there will be another vote between the top two candidates. A tie will be settled by a coin toss or similar method.
- C. Voting shall be by secret ballot if there is more than one (1) candidate for office. The ballots shall be maintained for 60 days by the Secretary and shall then be destroyed.
- D. The terms shall be for one (1) year.
- E. Within 30 days, the Secretary will send the City of Spokane Office of Neighborhood Services, in writing, the names of newly elected officers, their term, postal and email 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(s) of any standing committee(s) of the Council.
- B. The Executive Committee shall be responsible for the management of the affairs of the Council.

- C. The Executive Committee shall:
 - a. Plan, advertise and hold Neighborhood Council meetings.
 - b. Keep meeting minutes.
 - c. Maintain a Neighborhood website.
 - d. Hold elections as called for in these Bylaws.
 - e. Represent the Neighborhood in communications with the City government, including the Community Assembly, as directed by a majority vote of the Neighborhood Council membership present at a given meeting.
 - f. Approve any decision to appeal or resolve a legal action involving a project impacting the neighborhood.

- D. The Executive Committee may act for the Neighborhood Council between regular meetings on any matter determined to be time sensitive council business. Any deliberation planned by the Executive Committee under this provision shall be communicated by email in advance to the available list of CNC members. Any Executive Committee decisions shall be communicated and, if members wish, discussed at the next available CNC meeting.

- E. The Executive Committee shall take minutes of all the meetings and provide a copy of the minutes and a report at the next regular Neighborhood Council meeting.

- F. Unless so authorized by the Neighborhood Council membership or as required to meet the duties set forth in this section, neither the Executive Committee nor any officer or agent shall have the power or authority to bind the Neighborhood Council to any contract or engagement, or to pledge its credit, or render it liable pecuniary for any purpose or to any amount.

Section 12: Committees and Appointments

- A. The Neighborhood Council and/or the Executive Committee has the power to create committees and appoint committee members as needed.

- B. Anyone is eligible to be on a committee if approved by the CNC or the Executive Committee but voting on committee business is limited to CNC members (voting and non-voting members).

- C. There shall be no limit to the number of members on a committee unless directed by the Council membership.
- D. Committees shall report and make recommendations to the Neighborhood Council. These reports shall be entered into the minutes.
- E. A list of Standing Committees and Chairs shall be posted on the Comstock Neighborhood website.

Section 13: Meeting Decorum Rules

- A. The purpose of the Meeting Decorum Rules is to assure positive, collaborative and respectful behavior during all aspects of the meeting, therefore promoting open discussion, creativity, engagement and participation.
- B. Enforcement of the Meeting Decorum Rules will occur in real time and will be led by the Council Chair or designee as appropriate, following Robert's Rules of Order.
- C. The Meeting Decorum Rules are as follows:
 - a. Participants will communicate in a courteous and respectful manner at all times.
 - b. Participants shall refrain from personal attacks, inappropriate or confrontational phrasing or tone.
 - c. Participants will wait for recognition to speak by the presiding officer.
 - d. Participants will be respectful of the rights of all others in attendance and will not create noise or other disturbances that may disrupt the meeting.

Section 14: Amendments to the Bylaws

- A. These bylaws may be amended by approvals of a two-thirds (2/3) majority of those voting members present at a regular CNC meeting. The resolution to amend must have been proposed at the preceding regular CNC meeting. Notice must be given as to the proposed amendment concerns in the call for the meeting at which the amendment shall be voted upon.

- B. Amendments approved by the Council shall be forwarded within two (2) weeks to the City of Spokane Office of Neighborhood Services.

Section 15: Effective Date

- A. These amended Bylaws became effective on December 18, 2024 and supersede all others.