

**BY-LAWS
of the
EAST CENTRAL NEIGHBORHOOD STEERING COMMITTEE/COUNCIL**

(Adopted Sept. 21, 2000)

The East Central Neighborhood Steering Committee operates under the auspices of the Community Development Board, and the East Central Neighborhood Council operates under the auspices of the Spokane City Council. The East Central Neighborhood Steering Committee/Council adopts the following Bylaws.

**SECTION I
NEIGHBORHOOD DESCRIPTION**

The area of the City of Spokane bounded by Havana Street on the East, Trent Avenue on the north, Division Street on the west and on the south by Eighth Avenue, Cowley Street, Rockwood Boulevard, Twelfth Avenue, Southeast Boulevard, Fourteenth Avenue, Crestline Street, the Bluff, Freya Street, and Thirteenth Avenue, shall be known as the East Central Neighborhood.

**SECTION II
COMMITTEE NAME, ADDRESS AND PURPOSES**

- A. The name of the Committee for the East Central Neighborhood shall be the EAST CENTRAL NEIGHBORHOOD STEERING COMMITTEE/COUNCIL (hereinafter "ECNSC/C" or "Committee"). This Committee is a group of neighborhood residents who work together to improve the quality of life in this neighborhood.
- B. The mailing address of the ECNSC/C shall be c/o East Central Community Center, S. 500 Stone, Spokane Wa. 99202.
- C. The purposes of the ECNSC/C are to:
 - 1. Be a neighborhood information and opinion resource for the various city departments and agencies.
 - 2. Facilitate bi-annual meetings regarding the neighborhood's desires as to the division and dispersal of annual Community Development Block Grant Funds.
 - 3. 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.

4. Concern itself with social issues regarding the general health, safety and welfare of the neighborhood residents.
5. Provide neighborhood input into the application and update of the East Central Neighborhood Design Plan and its planning and zoning implementation.
6. Fulfill specific duties as designated in 4.27.020 "Neighborhood Council Duties and Responsibilities."

SECTION III COMMITTEE MEMBERSHIP CRITERIA

- A. Voting membership in the ECNSC/C is open to anyone who is sixteen years of age or older and is either a resident, property owner, representative of a business or non-profit organization in the neighborhood, or a person who maintains strong ties with the neighborhood.
- B. An eligible person may become a voting member after attending their third ECNSC/C meeting in five months. An applicant's membership must be approved by a majority vote of the Committee meeting. The sign-in sheets from Committee meetings will be adequate verification of attendance. An eligible person can become a member at the beginning of their 3rd meeting.
- C. All members are encouraged to sign a pledge to volunteer twenty hours of time each year on activities which will benefit the neighborhood.
- D. The ECNSC/C membership list shall be updated quarterly and sent to the City of Spokane Departments as requested.
- E. Any member who fails to attend three meetings of the ECNSC/C in five months without excused absences shall be considered to have resigned from the Committee. Said member shall be sent a written notification of this action after the second absence.

SECTION IV MEETINGS

- A. ECNSC/C meetings shall be held at least quarterly to address pertinent City and neighborhood activities, concerns and allocations.
- B. Special meetings of the Committee may be called by the Chairperson or upon written request of at least 51% of the Committee members.
- C. ECNSC/C meetings shall be open to the public. Visitors are invited to participate, however only ECNSC/C members are eligible to vote.

- D. The quorum required to conduct business at a ECNSC/C meeting shall be 25% of the current membership of the Committee.
- E. Unless otherwise defined by these Bylaws, all meetings of the ECNSC/C shall be governed by Robert's Rules of Order, Revised Edition.
- F.
- G. The ECNSC/C shall hold a Spring and a Fall neighborhood-wide meeting for the purpose of reviewing the activities of the Committee, concerns of the neighborhood and the allocation of Community Development Block Grant Funds.
- H. Approved minutes of meetings and copies of sign-in sheets recording attendance must be kept on file at the home of the ECNSC/C Secretary and the Community Development Neighborhood Coordinator (CDNC).

SECTION V MEETING NOTIFICATION

- A. Neighborhood-wide meetings will be publicized in the neighborhood using whatever means are available, including, but not limited to: flyers, mailings, notifications in newspapers, radio and television, etc. Notice shall be distributed not less than fourteen days before the meeting.
- B. Steering Committee members will be notified in writing of ECNSC/C meeting dates, times and places not less than seven days before the meeting. Notification shall include the agenda for the meeting. Public notice will also be given by appropriate means.
- C. Notification of special ECNSC/C meetings will be given to all members at least forty-eight (48) hours prior to the meeting.
- D. 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 VI OFFICERS

- A. The officers of the ECNSC/C shall be Chairperson, Vice-Chairperson, Secretary and Treasurer.
- B. The responsibilities of the officers shall be:
 - 1. Chairperson: shall be responsible for the operation of the ECNSC/C and its officers pursuant to the Bylaws. This shall include chairing of meetings, representing the neighborhood at official functions, assisting subcommittee functions, receive and disseminate information from the City Community Development Department and

Office of Neighborhood Services, and generally overseeing the business of the Committee.

2. Vice-Chairperson: shall assist in the responsibilities listed above and shall assume the duties of the Chairperson in their absence. The Vice Chairperson shall also be responsible for encouraging community involvement in the ECNSC/C, recruiting new members and maintaining membership and activity records.
3. Secretary: shall be responsible for maintaining all written records, minutes, notifications, etc. as required by these Bylaws. The secretary shall also be responsible for necessary written communications as directed by the Chairperson of the Committee.
4. Treasurer: shall be responsible for monitoring and reporting neighborhood expenditures in accordance with Community Development Budget authorized by the neighborhood.

SECTION VII NOMINATION, ELECTION AND TERMS OF OFFICE FOR OFFICERS

- A. Elections shall be conducted annually at the regularly scheduled November meeting, with officers beginning their term on January 1 of the succeeding year.
- B. A Nominating Committee will be selected by the ECNSC/C to recommend candidates for the offices. The nominations will be presented at the election meeting and other nominations will be accepted from the floor. A candidate must have accepted nomination and currently be a voting member of the Committee.
- C. Voting will be by secret ballot, unless there is only one nominee for an office, in which case a unanimous ballot may be cast.
- D. Officers will be elected by majority vote of the members present. If no candidate for a position receives a majority vote, a runoff election will be held between the two candidates receiving the highest vote counts.
- E. Terms of Office will be one year.
- F. The Secretary will notify the City in writing of the names, addresses and terms of office of the newly elected officers.

SECTION VIII VACANCIES AND REMOVAL OF OFFICERS

- A. Should a vacancy occur outside of the normal election process, the office will be filled by an election at the next regular ECNSC/C meeting. The person elected shall serve until the next annual elections are held.
- B. If the vacancy occurs less than sixty days before the annual elections, the position shall be filled by a Pro-tem appointment by the Chairperson with the approval of the Committee.
- C. An elected officer may be removed from office for good cause. Written notice of the proposed removal, stating the cause for the action, shall be given to the officer thirty days prior to the action. The officer shall have thirty days to answer the notice in writing to the Committee.
- D. The ECNSC/C shall appoint a Grievance Committee to investigate the issue and that committee shall report its written recommendations to the Steering/Council Committee within thirty days of receipt of the response.
- E. Any action on the matter shall require a majority vote of the Committee membership at a regularly scheduled meeting.

**SECTION IX
COMMUNITY DEVELOPMENT NEIGHBORHOOD COORDINATOR**

- A. COMMUNITY DEVELOPMENT NEIGHBORHOOD COORDINATOR (CDNC) can be recommended by the ECNSC/C or the ECNSC/C Executive Committee for the approval of the Community Development Department to perform such duties as are assigned by the Committee and the City.
- B. The CDNC shall not claim to represent the ECNSC/C viewpoint on any matter unless specifically directed to do so by the Committee.
- C. The ECNSC/C may request the removal of the CDNC and the Chairperson will submit written notification to the Community Development Department stating the reasons for the request.

**SECTION X
COMMUNITY ASSEMBLY REPRESENTATIVE**

- A. The ECNSC/C shall designate a representative and an alternate to represent the Neighborhood at meetings of the Community Assembly of Neighborhood Councils (hereinafter "CA").
- B. The representative and the alternate shall be selected from among the officers of the ECNSC/C and approved by the ECNSC/C. In the event no officer is available to serve in either capacity, the officers shall recommend a representative or alternate from the

active membership of the ECNSC/C for approval. The representative and alternate shall serve at the pleasure of the ECNSC/C and be subject to replacement at any regularly scheduled meeting.

- C. The representative or alternate shall attend all regularly scheduled meetings of the CA and report on CA issues and activities to the ECNSC/C. The representative / alternate shall convey ECNSC/C opinions, information and issues back to the CA as determined by the ECNSC/C.
- D. The representative and alternate shall attend all ECNSC/C regular meetings and officers meetings.

SECTION XI COMMITTEES AND APPOINTMENTS

- A. The Chairperson, with the approval of the ECNSC/C, may from time to time appoint sub-committees to help conduct the business of the Committee.
- B. Regular written reports of the activities of the subcommittees will be made to the Committee and included in the minutes of ECNSC/C meetings.
- C. The Chairperson, with the approval of the ECNSC/C, may from time to time recommend individuals for appointment to various boards, commissions, task forces and other groups.

SECTION XII AMENDMENTS

An amendment to these Bylaws shall be approved by a two thirds majority vote of the ECNSC/C members present at a regularly called Committee meeting, following thirty days written notice to the members of the proposed changes.

Approved amendments shall be sent to the City and Committee members. They shall be available to members of the general public.

SECTION XIII ADOPTION

These Bylaws as amended were approved and adopted by the members of the East Central Neighborhood Steering Committee/Council at the regularly called meeting on September 21, 2000 and replace ECNSC/C Bylaws adopted in February 1997, which replaced Bylaws adopted in 1993.