

**BYLAWS OF THE  
FIVE MILE PRAIRIE NEIGHBORHOOD COUNCIL**

**Section 1 - Name**

- A. This organization shall be known as The Five Mile Prairie Neighborhood Council.

**Section 2 - Statement of Purpose**

- A. The purpose of the Five Mile Prairie Neighborhood Council ("Council") is to improve and preserve the quality of life in the Five Mile Prairie neighborhood through the following actions:
1. Review and recommend an action, a policy, or a plan to the city, the county, the City Council Neighborhood Committee, and to any city or county agency, commission or board on any matter affecting the Five Mile Prairie neighborhood;
  2. Assist city and county governments in determining priority needs for the neighborhood;
  3. Review items for inclusion in the city and county budgets and any recommendations relating to budget items for the Five Mile Prairie neighborhood.

**Section 3 - Neighborhood Boundaries**

- A. The boundaries of the Five Mile Prairie neighborhood extend along the northern, eastern, southern and western rims of the upper Five Mile Prairie including both city and county properties and defined as:

North - The northern boundary extends along the northern rim of the Five Mile Prairie and includes Cedar Rd. north of its intersection at Johannsen Rd., all roads extending north off Johannsen Rd. until its intersection at Five Mile Rd. to the northern rim including Edna, Avis, Austin, Orchard and Snyder and includes all roads west of Five Mile Rd. north of its intersection at Johannsen and extending to the northwestern rim beginning at the intersection of Five Mile Rd. and Berridae Rd. including Berridae Rd., Connaught, Vel-View Dr., Dorset and Hawthorne and continuing on N. Five Mile Rd. to Toni Rae.

East - The eastern boundary begins at the intersection of Cedar Rd. and Country Homes Blvd. and continues up Cedar Rd. to the eastern rim of the Five Mile Prairie including Walnut Rd. and Northview Rd. and extending south along Panorama Dr. to its intersection with Walnut Ct. and extending north along Cedar Rd. to Johannsen Rd., including all roads east of Cedar Rd. extending to the eastern rim including Kensington, Tieton Ct., Maxine Ct. Bradbury Dr. and Dawn.

South - The southern boundary extends along the southern rim of the Five Mile Prairie and includes Five Mile Road beginning north of the Cochran intersection to its intersection at Audubon and extending on Audubon to the Horizon intersection, continuing on Horizon to its intersection at Lincoln Rd. and includes Austin Rd. south to East Bluff Court and its tangents, Rock Bluff Court and Wedgewood Lane and extending along the southern rim on to its intersection at Five Mile Rd.

West - The western boundary extends along the western rim of the Five Mile Prairie and includes Strong Rd. west of its intersection at Five Mile Rd. and Dorset Rd. as it extends north of Strong Rd. and includes Lincoln Rd. west of its intersection at Five Mile Rd. to the western rim of the Five Mile Prairie.

5 mile  
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#### Section 4 - Council Membership

- A. Council membership shall be open to any city or county resident or property owner within the neighborhood boundary who is at least 16 years of age.
- B. Membership on the Council will be granted upon personal application at any Council regular or special meeting.
- C. There shall be no limit to the number of Council members.
- D. The Council membership list shall be updated at least annually, and a copy shall be provided to the city's Neighborhood Liaison.
- E. No member shall purport to represent the Five Mile Prairie Neighborhood Council unless authorized to do so by the Council's executive committee.

#### Section 5 - Voting Membership

- A. Voting membership shall be granted to any individual who meets the membership criteria above and has attended the Council's charter meeting or its first regular meeting after the charter meeting. Voting membership shall also be granted to members attending two consecutive regular or special Council meetings with such voting membership effective at the second meeting.
- B. Voting members may vote by proxy when unable to attend regular or special meetings. Voting by proxy shall be considered an excused absence.
- C. An individual's voting membership on the Council shall lapse on the third successive unexcused absence from Council meetings unless there are extenuating circumstances in which case such absence(s) shall be excused if approved by a majority of the officers.

#### Section 6 - Meetings

- A. Unless otherwise specifically defined in these bylaws, all affairs of the Council shall be governed by Robert's Rules of Order, current edition.
- B. The Council's regular meetings shall be held no less than, but not limited to, once per quarter to address pertinent city, county and neighborhood business, activities, issues and concerns.
- C. Special meetings of the Council may be called by the chairperson or upon request of 51 percent (51%) of the voting membership of the Council. The chair shall be obligated to call such meeting.
- D. Council meetings shall be open to the public. Visitors may participate in the discussion of the matters at hand, but only qualified voting members of the Council are eligible to vote.
- E. The minimum number of Council members necessary to establish a quorum at any regular meeting is thirty percent (30%) of the current eligible voting members.
- F. The Council shall hold an annual meeting in the first half of each year for the purpose of election of officers and an annual report of activities of the Council. This meeting need not be separate from the regular meeting.

- G. Should the executive committee determine that a decision by the Council is needed on an emergency basis, the executive committee shall poll the voting members by telephone. At least two-thirds (2/3) of the voting membership shall be contacted with a fifty-one percent (51%) majority vote necessary to validate any decision. A report shall be made at the next regular Council meeting as to the reasons for and the outcome of any emergency action.
- H. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the Council and shall be kept on file at the home of the secretary or chair of the Council.

**Section 7 - Meeting Notification**

- A. All meetings will be publicized to Council members using whatever reasonable means that are available, for example, but not limited to: flyers, mailings, signs, newspapers, radio, television, etc.
- B. Council voting members will be notified by mail or telephone of meeting date, place, time and preliminary agenda not less than seven (7) days before the 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 8 - Officers and Duties**

- A. Officer positions shall include: chair (or co-chairs), vice-chair, secretary and treasurer. Secretary and treasurer positions may be held by one person.
- B. Duties of the officers are as follows:

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 committees, and generally overseeing the business of the Council. The chair shall have the primary responsibility for leading the long-term and short-term planning efforts of the neighborhood.

The vice-chair shall assist the chair in preparing meeting agendas and conducting meetings and shall assume all duties of the chair when required.

The secretary shall maintain all written records as required by the bylaws and produce all written communications as directed by the chair, the executive committee or the Council membership. The secretary shall provide the city's Neighborhood Liaison with a copy of these bylaws and all subsequent amendments, as well as copies of approved minutes, attendance records and membership lists as needed.

The treasurer shall maintain an accurate accounting of any Council revenues and expenditures, including those directly ordered by the chair and provide a report at all regular meetings. The treasurer shall provide financial records as necessary for compliance with any governmental agency's required filings.

**Section 9 - 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 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 vote if there are two (2) or fewer candidates; or a plurality vote if there are three (3) or more candidates.

- C. Voting will 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. Officers may serve for two (2) consecutive terms.
- E. The secretary will notify the city's Neighborhood Liaison in writing of the names of the newly elected officers and their addresses and telephone numbers along with 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 all 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. The duties shall include updating the membership lists, holding Council meetings, elections as called for in these bylaws, and representing the Council in communications with local government. It shall also act for the Council in matters specifically delegated to it.
- C. The executive committee may act for the Council between regular meetings on any matter determined urgent. Any such action shall be reported at the next regular meeting of the Council and none of its actions shall conflict with actions taken or policies formulated by the Council.

#### **Section 12 - Appointments**

- A. The chair, with the approval of the executive committee, may from time to time recommend members for appointment to various Boards, Commissions, Task Forces, etc. Such appointment recommendations may be held by officers of the Council and shall be reported at the next regular meeting of the Council.
- B. The chair, with the approval of the executive committee, shall appoint a designated Council representative and a designated alternate to the city's Neighborhood Liaison. The designated Council representative is responsible for dissemination of information to the Council as required by the city's Neighborhood Liaison and shall be a city resident or property owner. This position may be held by an officer.

#### **Section 13 - Community Assembly Representative**

- A. The chair, with the approval of the executive committee, shall designate a Community Assembly Representative and an alternate. The Community Assembly Representative shall be a city resident or property owner and shall represent the interests of the Council at Community Assembly meetings held by the city and shall meet with the City Council Neighborhood Committee and the city's Neighborhood Liaison periodically to discuss community-wide issues. This position may be held by an officer.

#### **Section 14 - Committees**

- A. The chair, with the approval of the executive committee, may appoint standing committees to help conduct the business of the Council. The chair of a standing committee will serve as a voting member of the executive committee and may be a city or county resident or property owner.
- B. The chair, with the approval of the executive committee, may appoint special or subcommittees to help conduct specialized business of the Council.
- C. Committees shall report to the Council and these reports shall be entered into the minutes.

#### **Section 15 - City Neighborhood Liaison**

- A. The city will appoint a Neighborhood Liaison who shall:
  - 1. Maintain a close working relationship with all segments of the city government and facilitate interaction of the Five Mile Prairie Neighborhood Council with city government;
  - 2. Be responsive to the Five Mile Prairie Neighborhood Council's requests for assistance including: duplicating and mailing of newsletters and agendas; arranging city staff, upon request, to speak at Council meetings; responding to fact finding requests; mailing of information from city departments regarding neighborhood specific projects, programs and plans;
  - 3. Be a conduit for communication between the city government, its departments, and its neighborhoods.

#### **Section 16 - Amendments**

- A. These bylaws may be amended by a two-thirds (2/3) majority vote of voting members present at a regular Council meeting, providing that a resolution proposing the amendment has been adopted 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 Council shall be forwarded to the city's Neighborhood Liaison.

#### **Section 17 - Effective Date**

- A. These bylaws of the Five Mile Prairie Neighborhood Council shall become effective upon adoption and supersede all others.

ADOPTED: April 23, 1997.