

BYLAWS HILLYARD NEIGHBORHOOD COUNCIL

Section 1 – Name

This organization shall be known as the Hillyard Neighborhood Council.

Section 2 – Statement of Purpose

- A. The purpose of the Hillyard Neighborhood Council is to improve the quality of life and preserve the character of Hillyard and surrounding residential areas through the following actions:
1. Review and recommend an action, a policy, or a plan to the City Council, the Community Assembly, and to 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 signed upon or contracted with public agencies.
 5. Source, secure, manage and disburse funds for projects, activities, or improvements which are outside of the Neighborhood improvements.

Section 3 – Neighborhood Boundaries

North: Spokane City Limits
West: Crestline
South: Wellesley to Haven, South on Haven to Garland, East on Garland to Market,
South on Market to Garnet
East: Spokane City Limits

Section 4 – Council Membership

- A. Council membership shall be open to anyone who is interested in improving the neighborhood and who is at least 16 years of age. Voting membership shall be granted to any individual who meets the above criteria and has attended three (3) consecutive meetings. A list of those who attend a meeting shall be incorporated into the minutes of the meeting.
- B. There shall be no limit to the number of Neighborhood Council members.
- C. The Neighborhood Council will update its membership list at least semi-annually and provide a copy to the city Office of Neighborhood Services by March 1 and September 1 of each year.

- D. No member shall purport to represent the Neighborhood Council unless authorized to do so by the Neighborhood Council.
- E. Any member may request and receive a copy of the current Hillyard Neighborhood Council's bylaws.

Section 5 – Removal of Members from the Hillyard Neighborhood Council

- A. An individual's voting membership on the Hillyard Neighborhood Council shall lapse on the third (3rd) successive unexcused absence unless there are extenuating circumstances which shall be approved by a majority of the officers.
- B. The secretary will make a notation in the minutes of each meeting of the names of the individuals whose voting membership will lapse at the next scheduled meeting.
- C. Individuals may terminate their Membership by a letter addressed to the chair and read at the following meeting.

Section 6 – Meetings

- A. Unless otherwise specifically defined in these bylaws, all affairs of the Neighborhood Council shall be governed by Bob's Rules of Order.
- B. The Council regular meetings shall be held no less than, but not limited to, once per quarter to address pertinent city and neighborhood business, activities and concerns.
- C. Special meeting 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 a meeting.
- D. Council meetings shall be open to the public. Visitors shall be invited to 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 number of members who attended the prior meeting.
- F. The Council shall hold an annual meeting in the second (2nd) quarter 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. Approved minutes and sign-in sheets as a record of attendance, must be kept for all meetings of the Council and shall be forwarded to the Office of Neighborhood Services to be maintained on public file, and shall be kept on file at the home 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. 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 Hillyard Neighborhood Council shall be: Chair (or co-chairs), Vice Chair, Secretary and Community Assembly Representative.
- 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 subcommittees 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 and shall also have specific duties as spelled out elsewhere in these bylaws and as designated by the Council

The Vice-Chair shall prepare meeting agendas and assume duties of the Chair as required. The Vice-Chair shall be the designated alternate Council representative to the Community Assembly.

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 and update the Membership List and send to the Office of Neighborhood Services. The Secretary shall prepare ballot forms for Council elections.

The Community Assembly Representative shall attend the monthly Community Assembly meetings and serve as communications liaison between the Office of Neighborhood Services and the Neighborhood Council and will report activities of the Community Assembly to the Council at regular meetings. The Community Assembly representative is also responsible for making sure his/her alternate or another designee ~~to~~ attends the Community Assembly meeting if he or she is unable ~~to go~~.

- C. All officers must maintain voting membership status.

Section 9 – Nomination, Election, and Term of Officers

- A. A nominating committee elected at least two or three (2 or 3) months prior to the annual meeting shall propose for the annual meeting one or more eligible candidates from the Council for each office for the coming year. Nominations shall also be accepted from the floor. All candidates must accept 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, unless no other person is found who wants to run for the office.
- E. The Secretary will notify the city's Office of Neighborhood Services in writing of the names of the newly elected officers, their term, addresses, telephone numbers and the date they are to take office.

Section 10 – Removal and vacancies of Officers

- A. Any officer who fails to maintain their voting membership status will be removed from office without discussion or a vote, by announcement at a regular meeting.
- B. 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 a notice for removal consideration has been included in the agenda for the meeting at which the vote shall take place. Such resolutions shall be delivered to the Chair and/or the Secretary prior to the meeting in which the resolution is to be considered.
- C. Should vacancies occur outside the normal election process, eligible 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 vacated term.

Section 11 – Executive Committee

- A. The executive committee shall be composed of the officers and the chair of any standing committee 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 list, holding Council meetings, elections as called for in these bylaws, and representing the Council in other meetings and communications with city government. It shall also act for the Council in matters specifically delegated to it. It may act for the Council between regular meetings on any matter determined urgent. It will report such actions 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 – Committees

- A. The Council 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 be a voting member of the Council and will serve as a voting member of the executive committee.
- B. The Chair may appoint special or subcommittees to help conduct specialized business of the Council. Members will be volunteers.
- C. Committees shall report to the Council and these reports shall be entered into the minutes.

Section 13 – 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 adopted at a preceding regular meeting and that notice of the proposed amendment has been given in the agenda for the meeting at which the amendment shall be voted upon. Amendments approved by the Council shall be forwarded to the city's Office of Neighborhoods Services.

Section 14 – Effective Date

These bylaws of the Hillyard Neighborhood Council were approved on _____ and supersede all others.

President of the Hillyard Neighborhood Council

Secretary of the Hillyard Neighborhood Council

Bylaws Review Committee Chair of the Hillyard Neighborhood Council