

Bylaws  
Of the  
Lincoln Heights Neighborhood Council/Steering Committee  
(Proposed April 18, 2000)

Section 1  
Name

- A. This organization shall be known as the Lincoln Heights Neighborhood Council/Steering Committee. The Lincoln Heights Neighborhood Council (hereinafter "Council") operates under the auspices of the Spokane City Council. The Lincoln Heights Steering Committee (hereinafter "Steering Committee", "Community Development Steering Committee" or "Community Development") operates under the auspices of the City of Spokane Department of Community Development.

Section II  
Statement of Purpose

- A. The purpose of the Council/Steering Committee is to improve the quality of life in the Lincoln Heights neighborhood through the following actions:
1. 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.
  2. Concern itself with cultural and social issues regarding the general health, safety and welfare of the neighborhood residents.
- B. In addition, the Council is to improve and preserve the quality of life in the Lincoln Heights neighborhood through the following actions:
1. Be a neighborhood information and opinion resource for various city departments and agencies;
  2. Provide neighborhood input into the application and update of the Lincoln Heights Neighborhood Specific Plan;
  3. Fulfill specific duties as designated in Neighborhood Services City Ordinance C-31465, 4.27.020.
- C. In addition, the Steering Committee is to develop the neighborhood into a more desirable place to live, ensure the safety and well-being of the residents and property owners of the neighborhood through the following actions:
1. Facilitate at least two (2) meetings annually relating to the expenditure of Community Development Block Grant (CDBG) funds designated for use within or for the benefit of the Community Development neighborhood;

Section III  
Neighborhood Boundaries

- A. Boundaries of the Council are as defined by the Office of Neighborhood Services and City Council (hereinafter "Association" or "Association neighborhood"). The boundaries are:
- North-** South side of 14<sup>th</sup> Ave. from Southeast Blvd. to Crestline St., east side of Crestline St. from 14<sup>th</sup> Ave. to the bluff, the bluff (further defined as the south side of the Ben Burr trail) from Crestline St. to approximately Fiske St. extended, both sides of 11<sup>th</sup> Ave. from Fiske St. to Thor St. (the East Central Neighborhood Council includes both sides of Hills Ct., just to the north.), the west side of Thor St. from Hills Ct. to 11<sup>th</sup> Ave., the south side of 11<sup>th</sup> Ave. from Thor St. to Freya St., the west side of Freya St. from 11<sup>th</sup> Ave. to 13<sup>th</sup> Ave., the southern boundary of properties along the south side of 13<sup>th</sup> Ave. from Freya St. to Havana St.
- East-** Havana St. from 13<sup>th</sup> Ave. to 35<sup>th</sup> Ave., both sides of Morrill Dr. from Havana St. to Custer St., City boundary south of the intersection of Morrill Dr. and Custer St. to 37<sup>th</sup> Ave..
- South-** North side of 37<sup>th</sup> Ave. from approximately Custer St. to Perry St..
- West-** East side of Perry St., from 37<sup>th</sup> Ave. to 29<sup>th</sup> Ave., south side of 29<sup>th</sup> Ave. from Perry St. to Southeast Blvd., east side of Southeast Blvd. from 29<sup>th</sup> Ave. to 14<sup>th</sup> Ave..
- B. Boundaries of the Community Development neighborhood are as approved by the City Community Development Board. The neighborhood is based on United States Census data indicating areas with 51%, or greater, of residents having low to moderate income. (hereinafter "Community Development" or "Community Development neighborhood"). The boundaries are: 25<sup>th</sup> on the north, Havana (except facing from the east which is county property) on the east, 33<sup>rd</sup> on the south, Ray from 25<sup>th</sup> to 27<sup>th</sup>, SE Boulevard from 27<sup>th</sup> to 29<sup>th</sup>, and Regal from 29<sup>th</sup> to 33<sup>rd</sup> on the west.

Section IV  
Membership

- A. Council/Community Development neighborhood
1. Council and Community Development neighborhood membership shall be open to anyone who lives or owns property or operates a business or represents a business or non-profit organization in the respective neighborhood and who is at least 16 years of age.
  2. Council and Community Development voting membership shall be granted to any individual who meets the above criteria and has attended two (2) out of the previous six (6) regular Council/Community Development neighborhood meetings (hereinafter "eligible voting member"). Membership shall become effective at the third meeting and the new member's name shall be noted in the minutes by attachment of the meeting sign-in sheets.
  3. There shall be no limit to the number of Council/Community Development members.

4. No member shall purport to represent the Council/Community Development neighborhood unless authorized to do so by the Council/Steering Committee.
  5. Upon the date of adoption of the bylaws, all currently listed participants shall automatically be members. After the date of adoption, the membership criteria listed above shall apply.
  6. The adopted Lincoln Heights Neighborhood Council/Steering Committee Bylaws shall be made available to members upon request.
- B. In addition, the Council Neighborhood membership list shall be updated at least semi-annually and a copy shall reach the City of Spokane Office of Neighborhood Services by March 1 and September 1 of each year.
- C. In addition, the Community Development neighborhood membership shall abide by the following guidelines:
1. Community Development membership shall be limited to people who reside within the boundaries of the Lincoln Heights Community Development neighborhood as defined in Section III, B. of these Bylaws.
  2. Any person who is considered to be a Community Development eligible voting member shall also be considered an eligible voting member of the Council and shall be entitled to vote on all Council as well as Community Development issues.
  3. The Community Development neighborhood membership list will be updated at least semi-annually. A copy shall reach the City of Spokane Department of Community Development.

#### Section V Associate Membership

- A. Associate membership of the Council shall be open to any person who or business that does not live in or own property or a business in the neighborhood, but wishes to participate in the Lincoln Heights Neighborhood Council/Steering Committee 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 VI Meetings

- A. Council/Community Development meetings
  1. Council meetings shall be held monthly on the third Tuesday at 7:00pm at a place to be designated no later than two weeks prior to the meeting.
  2. The chairperson may call special meetings of the Council/Community Development neighborhoods. The chair shall be obligated to call a meeting upon the request of 51 percent (51%) of the eligible voting membership of the Council/Community Development neighborhoods.

3. Unless otherwise defined in these Bylaws, Robert's Rules of Order, revised edition, shall govern all affairs of the Council/Community Development meetings.
  4. Council/Community Development meetings shall be open to the public. Visitors shall be invited to participate in the discussion of the matters at hand. Only eligible voting members of the Council/Community Development neighborhoods may vote.
  5. The minimum number of Council/Community Development neighborhood members necessary to establish a quorum at any regular meeting is twenty five percent (25%) of the current eligible voting members.
  6. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the Council/Community Development Neighborhoods. They shall be forwarded to the City of Spokane Office of Neighborhood Services/City of Spokane Community Development Department and the Community Development Neighborhood Coordinator (CDNC) to be maintained on file. They will also be kept on file at the home of the secretary of the Council/Steering Committee.
- B. In addition, the Council shall:
1. Hold an annual meeting in the first quarter of each year. This meeting will be for the purpose of an annual report of activities of the Council. This meeting need not be separate from the regular meeting.
- C. In addition, the Steering Committee shall:
1. Hold at least two meetings annually to conduct business related to the expenditure of funds designated solely for use within or for the benefit of the Community Development neighborhood.
  2. Hold regular meetings at the same time and place as the Council regular meetings.

#### Section VII Meeting Notification

- A. All Council/Community Development neighborhood meetings shall be publicized in the neighborhood using whatever means available, including, but not limited to flyers, mailings, newspapers, radio and television. Notice shall be distributed not less than five (5) days before the meeting.
- B. Notice shall be given to all eligible voting members for each regular Council/CD Neighborhood 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 VIII  
Officers and Duties

A. Council

1. The officers of the Council shall be Chair (or Co-Chairs), Vice-Chair, Community Assembly Representative, Community Assembly Representative Alternate, Secretary and Treasurer. One person may hold the Secretary and Treasurer positions.
2. Officers shall be eligible voting members of the Council.
3. Duties of the officers are as follows:
  - a. The Chairperson shall be responsible for the operation of the Council and it's officers pursuant to these Bylaws. The Chair shall conduct meetings, approve agenda items, represent the neighborhood at official functions, act as an ex-officio member of all committees, appoint sub-committees, monitor neighborhood expenditures as authorized by the Council and generally oversee the business of the Council.
  - b. The Vice-Chair shall assist the Chair in the responsibilities listed above and shall assume all duties of the Chair when required.
  - c. The Community Assembly Representative and Alternate represent the interests of the Council at Community Assembly meetings held by the city. They shall meet with the City of Spokane Office of Neighborhood Services regularly to discuss community-wide issues. A Council officer may hold these positions. These representatives will not vote representing the Council on issues without authorization by the Council except to vote to consider an issue or for assembly business. He/she will report all duties carried out at the next regular meeting. The Alternate may attend all meetings with the Community Assembly Representative. The Alternate shall assume all duties of the Community Assembly Representative when required.
  - d. The Secretary shall maintain all written records as required by these Bylaws and produce all written communication as directed by the Chair.
  - 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 governmental agency required filings.

B. Steering Committee

1. The officers of the Steering Committee shall be Chairperson, Vice-Chair, and Secretary.
2. Duties of the officers are as follows:
  - a. The Chair shall be responsible for the operation of the Steering Committee and its officers and the Community Development neighborhood membership. The Chair shall be a voting member of the Executive Board of the Council, conduct Community Development neighborhood meetings and represent the Community Development neighborhood at official functions. In addition, shall act as ex-officio member of all Steering Committee sub-committees, appoint sub-committees, monitor Community Development expenditures and generally oversee the business of the Steering Committee and Community Development neighborhood.
  - b. The Vice-Chair shall assist the Chair in the responsibilities listed above and shall assume all duties of the Chair when required.
  - c. The Secretary shall maintain all written records as required by these Bylaws and produce all written communications as directed by the Chair.
3. The CDNC shall be a member of the Steering Committee. The CDNC shall be a voting committee member of the Steering Committee if he/she resides in the Community Development Neighborhood. The CDNC shall perform duties pursuant to the job description of the position.

Section IX

Nomination, Election and Term of Officers

A. Nomination, election and term of officers for the Council/Steering Committee shall be as follows:

1. A nominating committee, appointed by the Chair of the Council/Steering Committee shall develop a slate of officers by seeking one or more eligible voting candidates from the Council/Community Development neighborhoods for each office for the coming year. This shall be done after the regular March meeting. Nominations shall also be accepted from the floor at the March meeting. All candidates must have accepted the nomination and be eligible voting members of the Council/Steering Committee neighborhoods to be presented as a candidate for an office.
2. The slate of nominees will be presented to the members of the Council/Steering Committee neighborhoods during the regular April meeting.
3. Eligible voting members of the Council/Community Development neighborhoods shall elect officers during the May regular meeting. Officers shall be elected by a simple majority vote if there are two (2) or fewer candidates. Or, by a plurality vote if there are three (3) or more candidates.
4. If there is more than one (1) candidate for an office, voting will be by secret ballot. The ballots shall be maintained for sixty (60) days by the secretary and then be destroyed.
5. The terms shall be for one (1) year, or until a successor is elected.

6. Only eligible voting members of the Council neighborhood shall be allowed to nominate officer candidates and vote for officers of the Council.
7. Only eligible voting members of the Community Development neighborhood shall be allowed to nominate officer candidates and vote for officers of the Steering Committee.
8. The secretary will notify the City of Spokane Office of Neighborhood Services/City of Spokane Department of Community Development, in writing, of the names of the newly elected officers, their term, addresses, telephone numbers and the date they are due to take office.

Section X  
Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by the Council/Community Development neighborhood membership and shall require a two-thirds (2/3)-majority vote of eligible voting members at a meeting of the Council/Community Development neighborhood. Notice of the vote for removal shall be included in the call to the meeting at which the vote will 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.
- C. Only Community Development neighborhood eligible voting members may vote on removal of a Steering Committee officer.

Section XI  
Executive Committee

- A. The Executive Committee of the Council shall be composed of the officers and the chair of Steering Committee.
- B. The appointed committee and sub-committee chairs shall serve as advisory members of the Executive Board. They will have no voting status.
- C. The Executive Committee shall be responsible for the management of the affairs of the Council. The duties shall include updating the semi-annual membership list, holding Council meetings, elections as called for in these bylaws, and representing the Council in 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. 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 XII  
Committees

- A. Council
  - 1. The Council Chair may appoint standing committees and sub-committees to help conduct the business of the Council upon approval of the Executive Committee. The chair of the standing and sub-committees shall serve as a voting member of the Executive Committee.
  - 2. Committees shall report to the Council at the regular meeting. These reports shall be entered into the minutes.
  - 3. The standing committee called "Community Development Steering Committee is defined in Section XII, B of these Bylaws.
- B. Community Development Steering Committee
  - 1. There shall be a standing committee known as the Community Development Steering Committee (hereinafter known as "Steering Committee") that shall be comprised of officers as defined in Section VIII, B. of these Bylaws.
  - 2. The officers of the Steering Committee shall be elected as defined in Section IX of these Bylaws.
  - 3. The Steering Committee shall conduct meetings as defined in Section VI of these Bylaws.
  - 4. The Community Development neighborhood membership, acting through the Steering Committee, shall have sole authority for determining the appropriate expenditure of CDBG funds.
  - 5. The Steering Committee officers may be removed from office as defined in Section X of these Bylaws.
  - 6. The Steering Committee Chairperson shall report to the Association Executive Board on any action taken by the Community Development membership.

Section XIII  
Amendments

- A. These Bylaws may be amended by a two-thirds (2/3)-majority vote of eligible voting members present at a regular meeting of the Council/Community Development neighborhoods. A resolution proposing the amendment shall be adopted at the preceding regular meeting. Notice of the proposed amendment shall be given in the call for the meeting at which the amendment shall be voted upon. Amendments approved by the Council shall be forwarded within two (2) weeks to the City of Spokane Office of Neighborhood Services/City of Spokane Department of Community Development.
- B. These Bylaws shall be reviewed annually by a subcommittee appointed by the Council Chair.



Section XIX  
Effective Date

- A. These bylaws of the Lincoln Heights Neighborhood Council/Steering Committee shall become effective on May 16, 2000 and supercede all others.