

BYLAWS OF THE

LOGAN NEIGHBORHOOD ORGANIZATION

Adopted March 16, 2004

Section I: Name

This organization shall be known as the Logan Neighborhood Organization (LNO). The Logan Neighborhood Organization is a merger of the Logan Neighborhood Council (LNC) and the Logan Neighborhood Steering Committee (LNSC). These bylaws authorize the Logan Neighborhood Organization to fulfill the responsibilities and duties of the former Logan Neighborhood Council and the former Logan Neighborhood Steering Committee. The Logan Neighborhood Organization operates under the auspices of the Community Development Board of Spokane and as granted by the Charter of the City of Spokane, Section 73.

Section II: Boundaries

The boundaries shall be:

- A. Division Street, from the Spokane River north to Euclid Avenue, and
- B. Euclid Avenue, from Division Street east to Napa Street, and
- C. Napa Street, from Euclid Avenue south to Illinois Street, and
- D. Illinois Street, from Napa Street east to Crestline Street, and
- E. Crestline Street, from Illinois Avenue south to the Spokane River, and
- F. The Spokane River, from Crestline Street west to Division Street.

Section III: Purpose

The purpose of the LNO is to improve and preserve the quality of life in the Logan Neighborhood through the following actions:

- A. Be a neighborhood information and opinion resource for the various city departments and agencies.
- B. Assist city agencies in determining priority needs for the neighborhood.

- C. Review and recommend an action, policy or plan to the Community Assembly, the city or any city agency, commission or board on any matter affecting the Logan Neighborhood.
- D. Review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvements.
- E. Assist with, undertake, or manage projects for the benefit of the neighborhood, including disbursement of funds provided by the city.
- F. Promote the enhancement and refurbishment of neighborhood facilities and features including, but not limited to, residential, commercial, and institutional structures, streets, alleys, sidewalks, green areas, tree planting, park lighting, maintenance and amenities throughout the neighborhood.
- G. Concern itself with social issues regarding the general health, safety and welfare of the neighborhood residents.
- H. Facilitate the annual meeting regarding the neighborhood's desires as to the division and dispersal of annual Community Development Block Grant Funds.

Section IV: Membership

A. Voting Membership

1. Voting membership is open to persons, businesses or non-profit organizations satisfying the following criteria:
 - a. 16 years of age or older, and
 - b. A resident of the Logan neighborhood for one year, or an owner of property in the Logan neighborhood for one year, or the designated representative of a business or non-profit organization located in the Logan neighborhood for one year. Business and non-profit organizations shall be limited to one vote each.
 - c. Attendance at three out of four consecutive LNO monthly meetings. Membership shall become effective at the third meeting **upon completion of an LNO membership form**. The name of the individual or designated business or non-profit representative shall be noted in the LNO minutes.
2. There shall be no limit in the number of LNO members.
3. No member shall purport to represent the LNO unless authorized to do so.

4. **The LNO membership list shall be updated at least semi-annually** and a copy shall reach the Office of Neighborhood Services and the Community Development Department **by June 30th** and December 31st of each year.

5. Upon adoption of these bylaws, all currently recognized members of the Logan Neighborhood Steering Committee and the Logan Neighborhood Council shall automatically become members of the Logan Neighborhood Organization (LNO). In addition, all persons who would qualify for membership according the above listed criteria will automatically become members. After the date of adoption of these bylaws, the voting membership criteria listed above shall apply.

B. Associate Membership

1. An Associate membership shall be open to anyone who does not meet the criteria for voting membership but who desires to participate in the Logan Neighborhood Organization as a non-voting supporter.
2. An associate member may serve on any committee, panel, or program but may not hold any office and shall have no voting authority.
3. There shall be no limit to the number of associate members.

Section V: Removal of voting membership from the LNO

A. A Voting membership shall lapse after three consecutive absences.

B. The secretary shall **make a numeric notation** in the minutes **by the names of absent members** whose voting membership will lapse by their absence at the next scheduled meeting.

C. Involuntary removal shall be effected *put into effect* by a majority vote of the membership, at a regular meeting, for a member acting without acquiring authority from the LNO, so as to seriously jeopardize the goals of the LNO.

D. Voluntary removal shall be effected *put into effect* by informing the Chairperson or acting Chairperson, in writing, that the member no longer desires or is no longer able to maintain membership.

Section VI: Meetings, Procedures and Records

General:

A. All meetings shall be open to the public.

- B. Visitors may participate in the discussion of matters at hand, but voting shall be limited to LNO voting members present.
- C. Unless otherwise specifically defined in these Bylaws, **all affairs of the LNO shall be governed by Robert's Rules of Order, current edition.**
- D. **Fifty percent of the current voting membership shall constitute a quorum** to conduct business in regular and special meetings.
- E. **Approved Minutes of the LNO meetings and sign-in sheets, as a record of attendance, must be kept for all LNO meetings and copies shall be forwarded to the Office of Neighborhood Services and the City's Community Development Department, to be maintained on public file, and shall be kept on file at the home (or office, if one should be established) of the LNO Secretary and/or Chairperson.**
- F. Petitions may be placed on the table for members to consider signing during the break and after the meeting. **Lobbying for any candidate or issue, during the meeting, is prohibited.**

Regular Meetings:

- A. Regular LNO meetings shall normally be held once a month **on the third** Tuesday, unless it is determined by the Executive Committee that there is no business to conduct, the meeting falls on a holiday, or a quorum will not be available to transact business. An alternate date may be set if necessary.
- B. The agenda shall be set by the Executive Committee. Possible agenda items should be submitted to the Executive Committee **no less than two weeks prior** to the regular meeting.

Special Meetings:

- A. Special meetings may be called by the Chairperson or by a request of one-third of the LNO voting members. There must be at least 48 hours notice to all LNO voting members prior to a special meeting.
- B. Any actions taken at special or emergency meetings shall be reported at the next regular LNO meeting.

Annual Meeting:

- A. The annual neighborhood meeting, hosted by the Executive Committee, shall be held in the Fall of every year for the purpose of allocating Community Development Block

Grant Funds and reporting neighborhood concerns and the activities of the LNO to the Office of Neighborhood Services and the City's Community Development Department.

B. This is a regular meeting which is open to all people with an interest in the Logan Neighborhood.

C. All of the Bylaws that apply regular meetings apply to the annual meeting, except that the annual meeting occurs only once a year.

D. Notice of the Annual meeting shall be provided to all neighborhood residents in the month prior to the meeting. Notice shall be by whatever means the executive committee deems reasonable, e.g. flyers, mailings, notification in newspapers and on radio and television.

Public Notification:

A. Regular LNO meeting notification, including a tentative agenda, shall be furnished by reasonable means to voting members not less than two days before the meeting, by reasonable means.

B. **Failure to publicize or to receive notice of a regular or annual meeting shall not invalidate a meeting.** However, the LNO must attempt to comply with the provisions of this section in good faith.

Section VII: Elected Positions and Duties

A. The officers of the LNO shall be the **Chairperson** (or Co-Chairpersons), the **Vice-Chairperson**, and the **Secretary**.

B. Other elected positions include the **Member(s) at Large** and the **Community Development Neighborhood Coordinator**.

C. The **Chairperson** (or Co-Chairpersons) shall be responsible for the operation of the LNO and its officers pursuant to these Bylaws. The Chairperson (or Co-Chairpersons) shall **conduct meetings, attend or delegate another to attend city functions, appoint committees, monitor expenditures in accordance with the LNO budget plan and generally oversee the business** of the LNO.

D. The **Vice-Chairperson** shall assist the Chairperson (or Co-Chairpersons) with their duties and in their absence assume their duties.

E. The **Secretary** shall maintain all written records as required by these Bylaws, and produce written communications as directed by the Chairperson (or Co-Chairpersons) or the LNO.

F. The Member at Large serves on and assists the Executive Committee.

G. The **Community Neighborhood Development Coordinator (CDNC)** is to act as the conduit of information from the City of Spokane's Office of Community Development. The CDNC will attend the Office of Community Development's periodic meetings and assist the Chairperson in attending meetings of the various city departments or agencies, as needed. The CDNC shall submit a brief written or oral report at each monthly meeting and assist the Chairperson in preparation for the annual meeting.

Section VIII: Nomination, Election and Term of Officers

A. The Chairperson shall appoint a **nominating committee of three voting members** of the LNO **at the March meeting**. One or more candidates for each office shall be proposed by the nominating committee at the April meeting of the LNO and additional nominations will be accepted from the floor. All candidates must have accepted the nominations and be qualified voting members of the LNO for the prior six months.

B. **Elections shall be held at the May meeting of the LNO.** Voting will be done by secret ballot if there is more than one candidate for an office. Officers shall be elected by a majority vote of LNO members present, at a meeting at which a quorum of the membership is present. If there is no quorum present, the election shall be postponed to the following regular meeting. The ballots shall be maintained for sixty days by the Secretary and shall then be destroyed. Newly elected officers will assume their duties on the first day of the month following their election.

C. Term of office shall be for one year, and officers may serve unlimited consecutive terms.

D. The Secretary shall provide the City's Office of Neighborhood Services and Community Development Department with the names and addresses of the newly elected officers.

Section IX: Removal and Vacancies of Officers

A. An elected officer may be removed from office for good cause. Removal shall be debated by the LNO and shall require a two-thirds vote of a quorum of members present at a regular LNO meeting, provided that a resolution proposing the consideration of removal has been adopted at a preceding meeting and that notice of the vote for removal has taken place.

B. A single vacancy shall be filled by the appointment of the Executive Committee. Should more than one vacancy occur at the same time, the vacancies shall be filled by

election by the LNO at a regular meeting following a previous meeting at which the nominations were made.

Section X: Committees and Appointments:

- A. The Executive Committee shall consist of the elected officers of the LNO, the Member-at-large, the Community Assembly Representative and/or Alternate, and the Community Development Neighborhood Coordinator.
- B. The Executive Committee shall be responsible for the general management of the affairs of the LNO. It shall act for the LNO between regular meetings on any matter deemed urgent. Any such action shall be reported at the next regular meeting of the LNO, and none of its actions shall conflict with actions taken or policies formulated by the LNO.
- C. The Chairperson, with the approval of the Executive Committee, may appoint special or standing committees to help conduct the business of the LNO. Committees shall report to the LNO at regular meetings and these reports shall be entered into the minutes. The Chairperson may ask for or approve a written report in lieu of or in addition to an oral report.
- D. The Chairperson, with the approval of the Executive Committee, may recommend individuals for various Boards, Commissions, Task Forces, etc. The recommendation shall be reported at the next regular meeting.
- E. When the task of a special committee is deemed by the Chairperson to be completed, the committee will be dissolved.
- F. **The Community Assembly Representative and Alternate are appointed by the Executive Committee.** The Community Assembly Representative represents the interests of the neighborhood at Community Assembly meetings and acts as a conduit of information to and from the Community Assembly. The Community Assembly Representative or Alternate will attend the monthly meetings of the Community Assembly and submit a brief written or oral report at each monthly meeting of the LNO.
- G. Detailed descriptions of job duties and expectations of the Community Development Neighborhood Coordinator and Community Assembly Representative and/or Alternate will be assigned by the Executive Committee of the LNO.

Section XI: Indemnification of Officers and Members

The Logan Neighborhood Organization (LNO) shall indemnify its Officers, Directors, employees, and agents to the greatest extent permitted by law. The LNO shall have the power to purchase and maintain liability insurance on behalf of any person who is or was

an Officer, Director, employee or agent of the LNO or who is or was serving as an Officer, Director, employee or agent at the request of the LNO against any liability asserted against such person and incurred by such person in any capacity or arising out of any status as such, whether or not the LNO would have the power to indemnify such persons against such liability under the provisions of this section.

The LNO shall not willfully or recklessly cause undo or onerous liability to be incurred by an officer or member, either directly or indirectly, as a result of any action taken by the LNO.

Section XII: Amendments to Bylaws

These Bylaws may be amended by a **two-thirds majority vote** of the Logan Neighborhood Council voting members at a regular meeting where a quorum of qualified members is present. A resolution proposing an amendment must be adopted at a regular meeting one month prior to the meeting at which the amendment is being voted upon.

Amendments approved by the Logan Neighborhood Council shall be forwarded within two weeks to the Office of Neighborhood Services and the City's Department of Community Development.

Certificate of Adoption:

The foregoing Bylaws were adopted by resolution of the Logan Neighborhood Council and Logan Neighborhood Steering Committee members at a regular meeting held at 2000 N. Standard, Spokane, Washington, on the 16th day of March, 2004.

Donna L McKereghan, Chairperson

Kathleen Stevens, Vice Chairperson

The Secretary certifies the foregoing is a true and correct copy of the Logan Neighborhood Organization Bylaws. A copy of these Bylaws has been forwarded to the Office of Neighborhood Services the City's Department of Community Development.

DATED this 16th day of March, 2004

Steve Nelson, Secretary