

BYLAWS
MANITO/CANNON HILL NEIGHBORHOOD COUNCIL
Adopted May 11, 2023

Section 1 - Name

This organization shall be known as the Manito/Cannon Hill Neighborhood Council.

Section 2 - Statement of Purpose

The purpose of the Manito/Cannon Hill Neighborhood Council is to improve and preserve the quality of life in the Manito/Cannon Hill neighborhood through the following actions:

1. Review and recommend an action, a policy, or a plan to the City Council Neighborhood Committee, the city and to any city agency, commission or board on any matter affecting the Manito/Cannon Hill 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 agreed upon or contracted with public agencies;
5. To source, secure, manage and disburse funds for projects, activities, or improvements which are outside of the Neighborhood Council Program but are for the benefit of the neighborhood.

Section 3- Neighborhood Boundaries

The Manito/Cannon Hill Neighborhood is bounded as follows:

North: 17th Avenue (north and south sides)
South: 29th Avenue (north side)
East: Grand Boulevard
West: Cedar Street / High Drive

Section 4 - Council Membership

- A. Council membership shall be open to anyone who lives or owns property or a business in the neighborhood and who is at least 16 years of age.
- B. Voting membership shall be granted to any member in good standing who meets the above criteria.
- C. There shall be no limit to the number of Neighborhood Council members.

- D. No member shall purport to represent the Neighborhood Council unless authorized to do so by the Neighborhood Council.
- E. Upon request, each member shall receive a copy of the adopted Manito/Cannon Hill Neighborhood Council bylaws.

Section 5 - Meetings

- A. Unless otherwise specifically defined in these bylaws after striving to reach consensus, all affairs of the Manito/Cannon Hill Neighborhood Council shall be governed by Robert's Rules of Order, current edition.
- B. The Council regular meetings shall normally be held quarterly to address pertinent city and neighborhood business, activities and concerns.
- C. Special meetings of the Council may be called by the chairperson, or a majority of officers, or upon request of 51 percent (51%) of the voting membership of the Council. The chairperson 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 voting members of the Council (those who live/own a business within the neighborhood boundaries) are eligible to vote.
- E. The Council shall hold an annual meeting in the first 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.
- F. Minutes of meetings and sign-in sheets (when meeting in person), as a record of attendance, shall be kept for all meetings of the Council.

Section 6 - Meeting Notification

- A. All meetings, including a tentative agenda, will be publicized in the neighborhood using whatever reasonable means that are available, for example, but not limited to: neighborhood distribution list and NextDoor.
- 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 7 - Officers and Duties

- A. The officers of the Manito/Cannon Hill Neighborhood Council shall be: Chairperson (or Co-chairs), Vice-Chair/Community Assembly Representative, and Secretary.

- B. Duties of the officers are as follows:

The Chairperson shall be responsible for the operation of the Council and its officers pursuant to these bylaws. This shall include facilitating meetings, representing the neighborhood at official functions, appointing sub-committees, monitoring neighborhood expenditures and authorized by the Council, and generally overseeing the business the Council. The Chairperson 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 delegated by the Council. The Chairperson, or his/her designee, shall be the alternate Council representative to the Community Assembly.

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 Vice-Chair shall be the designated Council representative to the City's 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.

Section 8 – 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 as prescribed in these bylaws.
- 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 9 - Nomination, Election, and Term of Officers

- A. Nominations shall be accepted from the floor. All candidates must have accepted the nomination and be qualified members of the Council.
- B. Officers will be elected by the Council 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.
- E. The Secretary will notify the Office of Neighborhood Services 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 the proposed removal was presented 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, the Chair will notify the membership of the vacancy and ask for volunteers to fill the position. The Executive Committee will select the individual from those volunteers. The person appointed to the vacated office will serve for the remainder of the term.

Section 11 - Committees

- A. The Council Chair, with the approval of the executive committee, may appoint Neighborhood representatives or committees to help conduct the business of the Council.
- B. The Chair may appoint special committees to help conduct specialized business of the Council.
- C. Committees shall report to the Council and these reports shall be entered into the minutes.
- D. The following committees are examples of Neighborhood committees and will meet as needed: Land use/Zoning/Planning; Traffic/Pedestrian/Transportation; Parks; Safety; Historic Preservation/Urban Design/Design Review; Schools; Churches; Arts/Entertainment/Social; Publicity.

Section 12 - Amendments

These bylaws will be reviewed annually by the Executive Committee by the first quarter and may be amended by a two-thirds (2/3) majority vote of those present at a regular Council meeting, providing that the proposed amendments were presented 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 within two (2) weeks to the Office of Neighborhood Services.

Section 13 - City Neighborhood Liaison

The City will appoint a City Neighborhood Liaison who shall:

- a. Maintain a close working relationship with all segments of the city government and facilitate interaction of the Manito/Cannon Hill Neighborhood Council with its city government.
- b. Be responsible to the Manito/Cannon Hill Council requests for assistance.
- c. Be a conduit for communication between the city government, its departments, and its neighborhoods.

Section 14- Effective Date

These bylaws of the Manito/Cannon Hill Neighborhood Council shall become effective on May 11, 2023 and supersede all previous versions.