

# **BYLAWS**

## **MANITO/CANNON HILL NEIGHBORHOOD COUNCIL**

### **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:	17 <sup>th</sup> Avenue (north and south sides)
South:	29 <sup>th</sup> Avenue (north and south sides)
East:	Grand Boulevard
West:	Cedar Street / High Drive

In the event that the Comstock Neighborhood Council forms, the boundary will change to the north side of 29th Avenue only.

### **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. Comments in reference to specific issues will be accepted in written form and be read into the record as a part of the general discussion.
- D. There shall be no limit to the number of Neighborhood Council members.

- E. The Neighborhood Council membership list shall be updated at least semi-annually and a copy shall reach the ~~city Neighborhood Liaison~~ **City of Spokane Office of Neighborhood Services** by March 1 and September 1 of each year.
- F. No member shall purport to represent the Neighborhood Council unless authorized to do so by the Neighborhood Council.
- G. Upon request, each member shall receive a copy of the adopted Manito/Cannon Hill Neighborhood Council bylaws.

#### **Section 5 - Associate Membership**

- A. Associate membership shall be open to any person or business that does not live in or own property or a business in the neighborhood, but is desirous of participating in the Manito/Cannon Hill Neighborhood Council 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 6 - 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 once a month to address pertinent city and neighborhood business, activities and concerns.
- C. Special meetings of the Council may be called by the chairperson, a majority of officers, 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 members at the previous meeting and a majority of officers.
- F. 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.
- G. 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 forwarded to the ~~city's neighborhood liaison~~ **City of Spokane 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, for example, but not limited to: flyers, mailings, newspapers, radio, television, etc.
- B. Every attempt will be made to notify Council voting members by mail or telephone of meeting date, places, time and preliminary agenda.
- 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. The officers of the Manito/Cannon Hill Neighborhood Council shall be: Chair (or Co-chairs), Vice-Chair/Community Assembly Representative, Secretary and Treasurer. (Secretary and Treasurer can be held by one person, which will be the only position to be filled in this manner.)

- 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 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 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 delegated by the Council. The chair, 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.

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's required filings.

### **Section 9 - 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. These duties shall include updating the membership lists, holding Council meetings and 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 10 - 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 with the exception of the Vice-chair/Community Assembly Representative may serve for no more than two (2) consecutive terms.
- E. The Secretary will notify the ~~City's Neighborhood Liaison~~ **City of Spokane 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 11 - 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 12 - Committees**

- A. The Council Chair, with the approval of the executive committee, may appoint Neighborhood committees to help conduct the business of the Council. The chair of a Neighborhood committee 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.
- 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 13 - 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 city's neighborhood liaison- **City of Spokane Office of Neighborhood Services.**

## **Section 14 - City Neighborhood Liaison**

~~The City will appoint a City Neighborhood Liaison who shall:~~

- ~~1. Maintain a close working relationship with all segments of the city government and facilitate interaction of the Manito/Cannon Hill Neighborhood Council with their city government.~~
- ~~2. Be responsive to the Manito/Cannon Hill Council requests for assistance.~~
- ~~3. Be a conduit for communication between the city government, its departments, and its neighborhoods.~~

## **Section 15- Effective Date**

These bylaws of the Manito/Cannon Hill Neighborhood Council shall become effective on January 29, 1998, amended on March 25, 1999 and supersede all others.