

# **BYLAWS OF THE NORTH HILL NEIGHBORHOOD COUNCIL**

## **ARTICLE I - Name**

- A. This organization shall be known as "North Hill Neighborhood Council," commonly referred to as "NHNC."

## **ARTICLE II - Statement of Purpose**

- A. The purpose of the North Hill Neighborhood Council is to improve and preserve the quality of life in the North Hill neighborhood through open dialogue, mutual respect and inclusive environment where diversity is open and encouraged. We will follow this goal through the following actions:
  - 1. To preserve and protect the character and goals of the North Hill Neighborhood by providing assistance to the Spokane City and County planning Departments in developing and maintaining the Neighborhood Comprehensive Plan and other neighborhood related planning documents.
  - 2. To assure a desirable quality of life is maintained in the neighborhood through the following actions:
    - a. Review and recommend an action, a policy, or a plan to, the city, to any city agency, commission or board on any matter affecting the NHNC;
    - b. To source, secure, manage, and disburse funds for projects, activities, or improvements, which may be outside the Neighborhood Council Program but are determined to be for the benefit of the neighborhood.
  - 3. Assist the City in determining priority needs for the neighborhood.
  - 4. Undertake to manage projects as may be agreed upon or contracted with public agencies.

## **ARTICLE III - Neighborhood Boundaries**

- A. North - Francis Avenue
- B. West - Ash Street
- C. East - Division Street
- D. South - The geographical crest of the North Hill including, but not limited to, Gray Court, Glass, Gordon, and Courtland avenues.

#### ARTICLE IV- NHNC Membership

- A. NHNC 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 individual who meets the above criteria.
- C. There shall be no limit to the number of NHNC members.
- D. The NHNC membership list shall be updated at least semi-annually and a copy shall reach the Office of Neighborhood Services by March 31 and September 30 of each year.
- E. No member shall purport to represent the NHNC unless authorized by the NHNC.
- F. Upon the date of adoption of the bylaws, all currently recognized members of the NHNC shall automatically be members. In addition, all persons who would qualify for membership according to the membership criteria listed above, and who make their intentions known to the current officers of the NHNC, will automatically become members. After the date of adoption, the membership criteria listed above shall apply.
- G. The NHNC bylaws will be included in the Spokane City website and available for viewing.

#### ARTICLE V -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 NHNC as a non-voting supporter of the NHNC.
- 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.

#### ARTICLE VI - Meetings

- A. Unless otherwise specifically defined in these bylaws, all affairs of the NHNC shall be governed by The Standard Code of Parliamentary Procedure, current edition.

- B. NHNC 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 meetings of the NHNC may be called by the chairperson; or upon request of 51 percent (51%) of the voting membership of the NHNC, the chair shall be obligated to call a meeting.
- D. NHNC 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 NHNC are eligible to vote.
- E. The minimum number of NHNC members necessary to establish a quorum at any regular meeting is thirty percent (30%) of the current eligible voting members.
- F. The NHNC shall hold an annual meeting in the fourth 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 quarterly meeting.)
- G. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the NHNC, 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 the chairperson of the NHNC.

#### ARTICLE VII - 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. Notices shall be distributed not less than seven (7) days before the meeting date.
- B. NHNC voting members will be notified by mail or telephone of meeting date, places, time, and preliminary agenda, not less than seven (7) days before the 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.

#### ARTICLE VIII - Officers and Duties

- A. The officers of the NHNC shall be: Chairperson (or Co-chairpersons), Vice-chairperson, Secretary, Treasurer, (Secretary and treasurer can be held by one person), Representative to the Community Assembly and an Alternate Representative. These officers and the Chairperson of any standing committee will be regarded as the Executive Committee. (refer to Article XII)
- B. Chairperson: Shall be responsible for the operation of the NHNC and its officers pursuant to the bylaws. This shall include conducting meetings, representing the neighborhood at official functions, appointing sub-committees, monitoring neighborhood expenditures as authorized by the NHNC, and generally overseeing the business of the NHNC. The Chairperson may be the Representative to the Community Assembly or the Chairperson may designate a voting member as Representative. The Chairperson will also designate the Alternate Representative. These designations subject to the approval of NHNC.

- C. Vice-chairperson: Shall assist in the responsibilities listed above and assume the duties of the Chairperson in the absence of the Chairperson.
- D. 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 NHNC membership. The secretary shall be responsible for filing in a timely manner, all records required by any governmental agency.
- E. Treasurer: Shall maintain an accurate accounting of all expenditures that have been directly ordered by the chair. Treasurer shall provide financial records as necessary for compliance with any governmental agency's required filings.
- F. Representative to the Community Assembly: Shall attend monthly meetings as scheduled by the Community Assembly. The Representative will represent the NHNC; by bringing forth concerns expressed by the NHNC; by voting on issues before the Community Assembly. The Alternate Representative will be contacted if the Representative cannot attend the Community Assembly and will sit in the Representatives' place.

#### ARTICLE IX Nomination, Election and Term of Officers

- A. Elections shall be conducted at the annual meeting of the NHNC.
- B. The Chairperson will appoint a nominating committee. Those nominations will be presented at the meeting prior to the annual meeting. Other nominations will be accepted from the floor. All candidates must have accepted the nomination and be qualified voting members of the NHNC.
- C. Officers will be elected by the NHNC 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.
- D. 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.
- E. The terms shall be for one (1) year commencing in January. Chairperson and Vice-Chairperson may serve no more than two (2) consecutive terms in that position.
- F. 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.

#### ARTICLE X Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for a good cause. Removal shall be debated by the NHNC and shall require a two thirds (2/3) vote of members present at a meeting of the NHNC, providing that a resolution proposing the consideration of the removal has been adopted 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, 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.

#### ARTICLE XI - Executive Committee

- A. The executive committee shall be composed of the officers and the Chairperson of any standing committee of the NHNC.
- B. The executive committee shall be responsible for management of the affairs of the NHNC. The duties shall include updating the semi-annual list, holding NHNC meetings, elections as called for in these bylaws, and representing the NHNC in communications with city government. It shall also act for the NHNC in matters specifically delegated to it. It may act for the NHNC between regular meetings on any matter determined urgent. Any such action shall be reported at the next regular meeting of the NHNC and none of its actions shall conflict with actions taken or policies formulated by the NHNC.

#### ARTICLE XII- Committees

- A. The NHNC Chairperson, with the approval of the executive committee, may appoint standing committees to help conduct the business of the NHNC. The Chairperson of a standing committee will serve as a voting member of the executive committee.
- B. The Chairperson may appoint special or subcommittees to help conduct specialized business of the NHNC
- C. Committees shall report to the NHNC and these reports shall be entered into the minutes.

#### ARTICLE XIII- Amendments

- A. These bylaws may be amended by a two-thirds (2/3) majority vote of the voting members present at a regular NHNC 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 call for the meeting at which the amendment shall be voted upon. Amendments approved by the NHNC shall be forwarded within two (2) weeks to the Office of Neighborhood Services.

#### ARTICLE XIV - Effective Date

These bylaws of the North Hill Neighborhood Council shall become effective on this day February 12, 2020 at a regular council meeting and shall supersede all others.