

**BYLAWS OF THE
NORTH INDIAN TRAIL NEIGHBORHOOD COUNCIL
Updated March 2016**

Section I Name

- A. This organization shall be known as the North Indian Trail Neighborhood Council.

Section II Statement of Purpose

- A. The purpose of the North Indian Trail Neighborhood Council is to improve and preserve the quality of life in the North Indian Trail Neighborhood, including, but not limited to, through the following actions:
 - 1. Allow for better communications with City and County government, their departments, school districts, developers and the business community.
 - 2. Review and recommend an action, a policy, or a plan to the City Council, the Community Assembly, the City, and the County and to any City or County agency, commission or board on any matter affecting the North Indian Trail Neighborhood.
 - 3. Assist City and County agencies in determining priority needs for the neighborhood.
 - 4. Review items for inclusion in the City and County budget and make recommendations relating to budget items for neighborhood improvements.
 - 5. Review, comment and make recommendations, and if necessary, take legal action on all proposed zoning changes, developments, plans and proposed improvements affecting the North Indian Trail Neighborhood.
 - 6. 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.
 - 7. To participate in design review of projects affecting the North Indian Trail Neighborhood.
 - 8. Initiation of legal actions, or joining legal actions initiated by other entities.
 - 9. Forming formal or informal partnerships with adjoining or nearby Neighborhood Councils to address common issues or interests.
 - 10. Holding joint meetings with officers or the membership of adjoining or nearby Neighborhood Councils.

Section III Neighborhood Boundaries

- A. **North:** Spokane City limits along north edge of power line right-of-way.
West: Spokane City limits along Nine Mile Road (north portion) and along cliffs above Nine Mile Road (south portion).
East: Spokane City limits along western rim of Five Mile Prairie.
South: Boundary line between Sections 22 and 27, T. 26 N, R 42 E., extending east and west to Spokane City limits (western portion along landfill north boundary).

Section IV Council Membership

- A. Council membership shall be open to anyone who lives in or owns property or operates a business within the neighborhood boundaries and who is at least 18 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 Neighborhood Council meetings.
- D. No member shall purport to represent the Neighborhood Council unless authorized by the Chair of the Neighborhood Council.
- E. Upon request, each member shall receive a copy of the adopted Neighborhood Council bylaws. The bylaws will also be available on our website at www.nitnc.com.

Section V Meetings

- A. Unless otherwise specifically defined in the bylaws, all affairs of the North Indian Trail Neighborhood Council shall be governed by Robert's Rules of Order or Parliamentary Procedure, current edition.
- B. The Council's regular meetings shall be held no more than once a month, but not less than quarterly, to address pertinent City and Neighborhood business, activities and concerns.
- C. Special meetings of the Council may be called by the Chairperson, by three (3) or more officers, or upon request to the Chair by voting members of the Council representing three (3) or more families.
- D. Council meetings shall be open to the public, except an executive session may be called to discuss legal or other confidential matters. Except for executive sessions, visitors shall be invited to participate in the discussion of the matters at hand, but only qualified members of the Council are eligible to vote. All votes will be recorded and entered into the meeting minutes.
- E. The minimum number of Council officers necessary to establish a quorum at any regular meeting is two (2).
- F. The Council shall hold a meeting every two years (in June) for the purpose of the election of officers. This meeting need not be separate from the regular meeting. (See Section IX , E)
- G. Minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the Council, and shall be kept in the possession of the Secretary or Chairperson of the Council. Minutes shall be forwarded to the Office of Neighborhood Services and made available on the NITNC.com Website.

Section VI Meeting Notification

- A. All meetings will be publicized in the neighborhood using whatever reasonable means that are available, including, but not limited to: email, social media, flyers, mailings, newspapers, radio, television and signs northbound and southbound on North Indian Trail Road. Notices shall be distributed not less than seven (7) days before the meeting date.
- B. Council voting members will be notified of meeting date, place, time and preliminary agenda not less than seven (7) days before the meeting. Notification may be by mail, signs, telephone, social media, Council Web site or email.
- 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 VII Officers and Duties

- A. The Officers of the North Indian Trail Neighborhood Council shall be: Chair, Vice-Chair, Secretary, Treasurer and Past Chair (or, if unable to fulfill the commitment, any past officer). Secretary and Treasurer can be held by one person, which will be the only position to be filled in this manner.
- B. The Chair shall be responsible for the operation of the Council and its Officers pursuant to these bylaws. This shall include conducting meetings, representing the neighborhood at official functions, monitoring neighborhood expenditures authorized by the Council and generally overseeing the business of 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.
- C. The Vice-Chair shall assist the Chair in preparing meeting agendas and conducting meetings and shall assume all duties of the Chair when required.
- D. The Secretary shall maintain all written records as required in the bylaws and product all written communications, including minutes, as directed by the Chair, the Executive Committee or the Council membership.
- E. The Treasurer shall maintain an accurate accounting of all expenditures that have been directly ordered by the officer(s). The membership, by majority vote, must approve any expenditure over \$250.00. The Treasurer shall provide financial records as necessary for compliance with any government agency's required filings.
- F. The Past Chair position will provide continuity of transition for new officers and act in an advisory position.
- G. The Officers will designate an officer or other Council member in good standing to serve as the Council's representative to the Community Assembly and also designate an alternative in the same manner.

Section VIII Executive Committee

- A. The Executive Committee will be made up of the Officers, the Community Assembly Representative and the Neighborhood Cleanup Facilitator.
- B. The Executive Committee may be consulted periodically by the Chair via Email, phone or meetings, to discuss membership, meeting plans, special events or important issues.
- C. The Executive Committee shall be responsible for the management of the affairs of the Council
- D. The Executive Committee shall:
 - 1. Maintain and update annually the membership list.
 - 2. Plan, advertise and hold Neighborhood Council meetings.
 - 3. Keep meeting minutes.
 - 4. Maintain a Neighborhood website.
 - 5. Hold elections as call for in these bylaws.
 - 6. Represent the Neighborhood in communication with the City and County Government.
 - 7. Approve any decision to appeal or resolve a legal action involving a project impacting the Neighborhood.
- E. The Executive Committee may act for the Neighborhood Council between regular meetings on any matter determined urgent. In such cases, the Officer(s) may, at their discretion, poll the members via email, web-based voting programs, or telephone. Where polling is to be by email or web-based voting programs, the poll notification shall include the "response by" time and date requirements. Any such action shall be reported at the next regular meeting of the Council

and none of the actions shall conflict with previous actions taken or policies formulated by the Council unless approved by a poll of the members.

- F. The Executive committee shall provide a copy of the minutes and a report at the next regular Neighborhood council Meeting. Minutes may be posted on the Neighborhood website in lieu of providing printed copies.
- G. Unless so authorized by the Neighborhood Council membership, or as required to meet the duties set forth in this section, neither the Executive Committee, nor any Officer or agent, shall have the power or authority to bind the Council by any contract or engagement, or to pledge its credit, or render it liable pecuniary for any purpose or any amount.
- H. The executive committee will conduct a yearly audit of the NITNC financial records by forming an audit committee comprising of one officer and two members of the NITNC neighborhood that will be charged with conducting the audit. The results of the audit will be reported at the next neighborhood council meeting and will be entered into the minutes.

Section IX Nominations, Elections, and Term of Officers

- A. Nominations shall be accepted from the floor. All candidates must have accepted the nomination and be qualified voting members of the Council.
- B. Officers, using the following criteria, will be elected by the Council voting members: By a majority vote if there are two (2) or fewer candidates; if there are three (3) candidates, and none receive a majority vote, the one with the least amount of votes will be dropped and the vote taken again.
- C. Voting will be by secret ballot if there is more than (1) candidate for the office. The ballots shall be maintained for sixty (60) days by the secretary and shall then be destroyed.
- D. The terms shall be for two (2) years. Officers may serve for two (2) consecutive terms in the same position.
- E. Election of officers will be held every two (2) years in June. (See Section V, F. above).
- F. The Secretary will notify the City of Spokane's Office of Neighborhood Services 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 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 and shall require a two-thirds (2/3) vote of members present at a meeting of the Council, providing that a resolution proposing the consideration of the removal has been adopted at a preceding meeting and the 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 mid-term, the Executive Committee shall appoint a member in good standing to fill that position for the remainder of the term.

Section XI Committees

- A. The officers may appoint standing or ad-hoc committees to help conduct specialized business of the Council.
- B. Committees shall report to the Council and these reports shall be entered into the minutes.

Section XII Amendments

- A. These bylaws may be amended by a two thirds (2/3) majority vote of those present at a regular Council meeting, providing that a resolution proposing the amendment(s) has been adopted at a preceding regular meeting , and that notice of the proposed amendment(s) has been given in the call for the meeting at which the amendment(s) shall be voted upon. Amendments approved by the Council shall be forwarded within two (2) weeks to the City of Spokane’s Neighborhood Services.

Section XII Effective Date

- A. These bylaws of the North Indian Trail Neighborhood Council shall become effective on this date and supersede all others.

	March 9, 2016
Terry Deno, Chair	Date
North Indian Trail Neighborhood Council	

	March 9, 2016
Mel Neil, Vice Chair	Date
North Indian Trail Neighborhood Council	