



Northwest Neighborhood Council BYLAWS

Section I – Name, Charitable Status

- A. This organization shall be known as the Northwest Neighborhood Council (NWNC).
- B. The Board shall ensure that the Northwest Neighborhood Council applies for and maintains its status as a non-profit corporation operated exclusively for educational and charitable purposes within the purposes of Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section II – Statement of Purpose

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

- A. Be a conduit for communication between the city and the Northwest Neighborhood, and to actively participate in a program of communication, education, and technical assistance toward improving the ability of residents and city officials to interact in a productive manner.
- B. Review and recommend an action, a policy, or a plan to the City Council, Community Assembly, the City, and to any City agency, commission, or board on any matter affecting the Northwest Neighborhood;
- C. Assist city agencies in determining priority needs for the neighborhood;
- D. Review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvements;
- E. Undertake to manage projects as may be agreed upon or contracted with public agencies;
- F. 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 III – Neighborhood Boundaries, Area

- North: City limits from Spokane River to Nine Mile Road; Nine Mile Road from City limits to Francis Avenue; Francis Avenue from Nine Mile Road to Ash Street.
- East: Ash Street from Francis Avenue to Wellesley Avenue.
- South: Wellesley Avenue from Ash Street to City limits adjacent Spokane River.
- West: City limits adjacent Spokane River from Wellesley Avenue to northern City limits.



Section IV – Neighborhood Council Membership

- A. Neighborhood Council membership shall be open to anyone who is at least sixteen (16) years of age and who either resides, owns property, or operates a business within the boundaries set forth in Section III, or is otherwise eligible for membership pursuant to the Spokane City Charter.
- B. Voting members shall consist of any aforementioned individual who meets the criteria set forth and has attended two (2) general Northwest Neighborhood Council meetings in any twelve month period with voting rights becoming effective upon attendance at the second meeting.
- C. There shall be no limit to the number of Northwest Neighborhoods Council members.
- D. The Northwest Neighborhood Council membership list shall be updated at least semi-annually and a copy shall reach the City of Spokane Office of Neighborhood Services (ONS) by March 30th and September 30th of each year.
- E. No member shall purport to represent the Northwest Neighborhood Council unless authorized to do so by the Northwest Neighborhood Council Board.
- F. Each member shall receive a copy of the adopted Northwest Neighborhood Council Bylaws upon request. All Board members and Officers shall have a copy of the Bylaws.
- G. Upon the date of adoption of the bylaws, all present participants shall automatically be voting members. After the date of adoption, the membership criteria listed above shall apply.

Section V – Associate Membership

- A. Associate membership shall be open to:
 - 1. Any person that does not live in or own property or own a business within the neighborhood boundaries but is desirous of participating in the Northwest Neighborhood Council.
 - 2. Any business, group, or organization that is not within the neighborhood boundaries but is desirous of participating in the Northwest Neighborhood Council.
- B. An Associate member may serve on any committee, panel, or program but may not hold any office nor be allowed to vote.
- C. There shall be no limit to the number of Associate members.

Section VI – Removal of Members from the Association

- A. An individual's voting membership on the Northwest Neighborhood Council shall lapse upon the failure to attend two (2) general Northwest Neighborhood Council meetings in a twelve (12) month period, unless there are extenuating circumstances which instance voting membership shall be retained upon approval by a majority vote of the Board.



- B. Attendance records and membership maintenance shall be tracked and maintained by the Membership and Nominations Committee Chairperson and coordinated with the Secretary and the Office of Neighborhood Services (ONS).

Section VII – Meetings

- A. Unless otherwise specifically defined in these bylaws, all general meetings of the Northwest Neighborhood Council shall be guided by Robert's Rules of Order.
- B. General meetings shall be held the third Wednesday of the month at 7:00 p.m. at a location designated by the Board. The Northwest Neighborhood Council will typically not hold meetings during the months of June, July, August, and December except at direction of the Chair. At a minimum, general meetings shall typically be held no less than once per quarter to address pertinent City and the Northwest Neighborhoods business, activities, and concerns.
- C. Special meetings of the Northwest Neighborhood Council may be called by the chairperson, or upon request of fifty-one percent (51%) of the voting membership of the Council.
- D. The Northwest Neighborhood 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 Northwest Neighborhood Council are eligible to vote.
- E. The minimum number of Northwest Neighborhood Council members necessary to establish a quorum at any general meeting shall be twenty (20) voting members, or thirty percent (30%) of the current eligible voting members, whichever number is the lesser.
- F. The Northwest Neighborhood Council shall hold an annual meeting in April of each year for the purpose of election of officers and preparation of an annual report of activities of Northwest Neighborhood Council. This meeting need not be separate from the general 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 of Spokane Office of Neighborhood Services (ONS) to be maintained on public file. These records shall be kept at the home of the Secretary or Chair, or at a place designated on record with the Secretary by the Chair.

Section VIII – Meeting Notification

- A. All General meetings will be publicized in the Northwest Neighborhood, in a timely manner and using such means that are readily available and economically feasible, including but not limited to: flyers, mailings, electronic mail, social media, newspapers, radio, television, etc.
- 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 IX – Officers and Duties

- A. The officers of the Northwest Neighborhood Council shall be: Chair, Vice-Chair, Secretary, and Treasurer.
- B. Duties of the officers are as follows:
 - 1. The Chair shall be responsible for the operation of the Neighborhood Council and its officers pursuant to these Bylaws. This shall include preparing agendas, conducting Board and General meetings, representing the Northwest Neighborhood Council at official functions, appointing sub-committees, monitoring neighborhood expenditures as authorized by the Neighborhood Council, and generally overseeing the business the Northwest Neighborhood 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 Northwest Neighborhood Council. The Chair shall be the designated Neighborhood Council representative to the Office of Neighborhood Services (ONS) and the Community Assembly.
 - 2. The Vice-Chair shall assist the Chair in preparing meeting agendas, conducting meetings, and shall assume all duties of the Chair when required. The Vice-Chair shall be the designated alternate Northwest Neighborhood Council representative to the Office of Neighborhood Services (ONS) and Community Assembly. If the Chair and Vice-Chair are unable to attend the monthly Community Assembly (CA) meeting a Community Assembly representative may be sent to attend the CA meeting upon approval of the majority of the Board.
 - 3. The Secretary shall maintain all written records and reporting as required in the Bylaws, and produce all written communications as directed by the Chair, the Board, or Northwest Neighborhood Council membership. At a minimum, the minutes of Board meetings and General meetings will be recorded, maintained, and submitted to the Office of Neighborhood Services (ONS) in City Hall.
 - 4. The Treasurer shall maintain an accurate accounting of all income and expenditures, and shall provide regular reports to the Board and General membership. The Treasurer will coordinate with the Chair to ensure the Northwest Neighborhood Council's annual filings with Washington State and Internal Revenue Service are completed in order to maintain this organization's non-profit status. The Treasurer shall provide financial records, as necessary, for compliance with any governmental agency's required filings. The Treasurer chairs the Finance Committee.

Section X – Nomination, Election, and Term of Officers

- A. The Membership and Nominating Committee shall propose for the annual meeting one or more eligible voting candidates to the Neighborhood 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 Northwest Neighborhood Council.



- B. Officers will be elected by the Northwest Neighborhood 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. Prior to election, each candidate must affirm willingness to fairly, fully, and honestly fulfill the responsibilities of office.
- C. Voting will be by secret ballot if there is more than one (1) candidate for office. The ballot shall be maintained for sixty (60) days by the secretary and shall then be destroyed.
- D. The term of the Officer shall be for one (1) year. Officers may serve for two (2) consecutive terms in any one office
- E. The Office of Neighborhood Services will be notified in writing the names of the newly elected Officers, their addresses, telephone numbers, and the date they are due to take office.

Section XI – Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by the Neighborhood Council and shall require a two-thirds (2/3) vote of members present at a meeting of the Northwest Neighborhood Council, 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.

Section XII – Board Members

- A. The Board shall be composed of the Officers and the Chairs of all standing committees of the Northwest Neighborhood Council.
- B. The Board shall be responsible for the management of the affairs of the Northwest Neighborhood Council. The responsibilities of the Board shall include updating the semi-annual membership list, holding Neighborhood Council meetings, elections as called for in these Bylaws, and representing the Northwest Neighborhood Council in communications with City Government. It shall also act for the Northwest Neighborhood Council in matters specifically delegated to it.
- C. The Board may act for the Neighborhood Council between general meetings on any matter determined urgent. Any such action shall be reported at the next general meeting of the Northwest Neighborhood Council and none of its actions shall conflict with actions taken or policies formulated by the Neighborhood Council.



- D. The Board will meet on the second Wednesday of the month, one week in advance of the general meeting, to set the Neighborhood Council agenda and discuss meeting items.
- E. Special meetings of the Board may be called by the Chair or Vice-Chair. All Board members shall be notified of the special Board meetings date, time, and location.
- F. All expenditures of Northwest Neighborhood Council funds shall be approved by the Board in advance; provided, the Chair or Treasurer may individually from time to time authorize expenditures under \$100 without prior approval. The Board shall adopt measures for the safeguarding of Northwest Neighborhood Council funds. Safeguards shall include, but need not be limited to, a requirement that a minimum of two Officers sign each expenditure.

Section XIII – Committees

- A. The Neighborhood Council Chair, with the approval of the Board, may appoint standing committees to help conduct the business of the Neighborhood Council. The Committee Chair will serve as a voting member of the Board.
- B. The current standing committees of the Northwest Neighborhood Council are:
 - Beautification & Clean-Up
 - Concerts & Events
 - Finance (Chaired by Treasurer)
 - Membership & Nominations
 - Parks & Urban Forestry
 - Planning & Development
 - Public Safety
 - Traffic & Transportation
- C. The Chair may appoint special or subcommittees to help conduct specialized business of the Neighborhood Council.
- D. Committees shall report to the Northwest Neighborhood Council and these reports shall be entered into the minutes.

Section XIV – Amendments

- A. These bylaws may be amended by a two-thirds (2/3) majority vote of those present at a general Neighborhood Council meeting, providing that a resolution proposing the amendment has been adopted at a preceding general 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 Northwest Neighborhood Council shall be forwarded within two (2) weeks to the Office of Neighborhood Services (ONS).



Section XV – Dissolution

- A. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code and shall be distributed to a local Neighborhood Council for a public purpose.

Section XVI – Conformity with City Charter and Laws

These Bylaws are intended to conform to Article VIII of the City of Spokane Charter and Chapter 4.27 of the Spokane Municipal Code, as may be amended from time to time. In the event these Bylaws expressly conflict with the Charter or Code, the Charter and Code shall govern, and these Bylaws shall be deemed amended to conform to the Charter or Code.

Section XVII – Effective Date

These Bylaws of the Northwest Neighborhood Council shall become effective immediately and supersede all others. The undersigned attest that the foregoing Bylaws were approved by the general membership on February 17, 2016 and hereby direct the Secretary to forward a copy of these Bylaws to the Office of Neighborhood Services.

Chair *Johnathon Douglas Prendergast*

Vice-Chair *Nancy Sanduck*

Secretary *Kathy Fitchner*

Treasurer

