

# **PEACEFUL VALLEY NEIGHBORHOOD COUNCIL AMENDED BYLAWS**

## **SECTION I – NAME**

This organization shall be known as the PEACEFUL VALLEY NEIGHBORHOOD COUNCIL (PVNC).

## **SECTION II – PURPOSE**

The purpose of the PVNC is to improve and preserve the quality of life in the Peaceful Valley Neighborhood through the following actions and as defined by these bylaws.

Its purpose may include seeking recognition by the Spokane City Council as a neighborhood council within the meaning of the Spokane City Ordinance No. C-31465 and Title 4 of the Spokane Municipal Code as now existing or hereafter amended.

- A.** Facilitate communication with city and county governments, their departments, school districts, developers, and the business community.
- B.** Review and recommend an action, policy or plan to the City Council Neighborhood Committee, the city, and to any city agency, commission, or board on any matter affecting the Peaceful Valley Neighborhood.
- C.** Assist city and county agencies in determining priority needs for the neighborhood.
- D.** Review items for inclusion in the city and county budgets and make recommendations relating to budget items for neighborhood improvements.
- E.** Review all recommendations concerning proposed zoning changes, developments, plans and proposed improvements affecting Peaceful Valley.
- F.** To source, secure, manage, and disburse funds for projects, activities, or improvements which may be outside of the City's Neighborhood Council Program but are for the benefit of the neighborhood.

## **SECTION III – NEIGHBORHOOD BOUNDARIES**

**North:** The Spokane River

**West:** The intersection of Riverside Avenue and Clarke Avenue at the 2800 block.

**East:** The west side of Monroe St, north side of Main and west side of Cedar St

**South:** The northern boundaries of properties on the north side of Riverside Avenue.

#### **SECTION IV – 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 18 years of age.
- B. Voting membership shall be granted to any individual who meets the above criteria and has attended three (3) out of four (4) consecutive regular Neighborhood Council meetings. Membership shall become effective at the end of the third meeting and the new members' names shall be noted in the minutes. The secretary will provide new members with current copies of the Peaceful Valley Bylaws by the next scheduled meeting.
- C. There shall be no limit to the number of Neighborhood Council members.
- D. The Neighborhood Council membership list (names only) shall be updated at least semi-annually and a copy shall reach the city Neighborhood Liaison by March 1 and September 1 of each year.
- E. No member shall purport to represent the Neighborhood Council unless authorized to do so by the Neighborhood Council.
- F. Upon the date of adoption of the Bylaws, all currently listed participants shall automatically be members. In addition, all currently recognized members of the Peaceful Valley Steering Committee (who make themselves known to the Steering Committee), will automatically become members of the Neighborhood Council. After the date of adoption, the membership criteria listed above shall apply.
- G. A copy of the PVNC Bylaws shall be available at the Office of Neighborhood Services and copies may be obtained through that office.

#### **SECTION V – ASSOCIATE MEMBERSHIP**

- A. Associate membership shall be open to any person or business not qualifying for membership by the above guidelines but wishing to participate in the PVNC as a non-voting member.
- B. An associate member may serve on any committee, panel, or program but may not hold any office and shall have no voting privileges.
- C. There shall be no limit to the number of associate members.

#### **SECTION VI – REMOVAL OF MEMBERS FROM THE PEACEFUL VALLEY NEIGHBORHOOD COUNCIL**

- A. An individual's voting membership on the PVNC shall lapse on the sixth successive unexcused absence unless there are extenuating circumstances which shall be approved by a majority of the voting members (50% + 1).
- B. The secretary will make a notation in the minutes of each meeting of the names of the individuals whose voting membership will lapse at the next scheduled meeting.

## **SECTION VII – MEETINGS**

- A.** Unless otherwise specifically defined in these bylaws, all affairs of the PVNC shall be governed by Robert's Rules of Order, current edition. The Council may, by a two-thirds (2/3) vote, suspend Robert's Rules of Order for individual items.
- B.** The Council's regular meetings shall be held no less than, but not limited to, one (1) per quarter to address pertinent city and neighborhood business, activities, and concerns.
- C.** Special meetings of the Council may be called by the chairperson, or upon request of fifty-one (51) percent of the voting membership of the Council. On an emergency basis a poll can be conducted by telephone with a fifty-one (51) percent majority necessary to validate any decision. It shall be reported at the next 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 (30) percent of the current eligible voting members.
- F.** The Council shall hold a meeting once each calendar year for the purpose of election of officers and an annual report of activities of the Council. The 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 names of those in attendance shall be forwarded to the City of Spokane Office of Neighborhood Services to be maintained on public file, and shall be kept at the home of the Secretary or Chairperson of the Council.

## **SECTION VIII – MEETING NOTIFICATION**

- A.** All meetings will be publicized in the neighborhood using whatever reasonable means that are available, for example but not limited to: email, flyers, newsletter mailings, newspapers, radio, television, etc. Notices shall be distributed not less than seven (7) days before the meeting date.
- B.** Failure to receive 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 PVNC shall be: Chair (or Co-chairs), Vice Chair, Secretary, Treasurer (Secretary and Treasurer may be held by one person, which will be the only position to be filled in this manner), and Community Assembly Representative.
- B.** The Chair shall be responsible for the operation of the Council and its officers pursuant to these bylaws. This shall include conducting meetings, appointing sub-committees, monitoring neighborhood expenditures authorized by the Council, being an ex-officio member of all committees, and generally conducting the business of the neighborhood. 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 or the Executive Committee.

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 Secretary shall maintain all written records as required in these bylaws and produce all written communication 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.

The Community Assembly Representative, and an alternate, shall be voting members of the PVNC and shall represent the interests of the Council at Community Assembly meetings held by the city and shall meet with the City of Spokane Office of Neighborhood Services regularly to discuss community-wide issues. This position may be held by the Chair, Vice-chair, Secretary, Treasurer or other voting member of the PVNC. This representative will not vote representing the Council on issues without authorization by said Council except to vote to consider an issue or for assembly business. This representative will report all duties carried out at the next monthly meeting of the Council. The alternate will operate in the absence of the representative.

## **SECTION X – NOMINATION, ELECTION, AND TERM OF OFFICERS**

- A. A nominating committee appointed by the Chair shall propose for the annual meeting one (1) 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 two (2) years. Officers may serve two (2) consecutive terms.
- E. The Secretary will notify the City of Spokane Office of Neighborhood Services in writing of the names of the newly elected officers and their term, addresses and telephone numbers, along with 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 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 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 – EXECUTIVE COMMITTEE**

- A. The Executive Committee shall be composed of the officers.
- B. The Executive Committee shall be responsible for the management of the affairs of the Council. The duties shall include updating the semi-annual membership list, holding Council meetings, elections, as called for in these bylaws, and representing the Council in communication with city government. It shall also act for the Council in matters specifically delegated to it. It 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 XIII – COMMITTEES**

- A. The Chair may appoint special or subcommittees to help conduct specialized business of the Council. Approval of the Chair's designees shall not be required unless they are non-voting members, in which case Council approval will be required by a simple majority vote.
- B. Committees shall report to the Council and these reports shall be entered into the minutes.

### **SECTION XIV – AMENDMENTS**

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 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 Council shall be forwarded within two (2) weeks to the City of Spokane Office of Neighborhood Services.

### **SECTION XV – EFFECTIVE DATE**

These amended bylaws of the PVNC shall become effective on April 8, 2015 and supersede all others.