

RIVERSIDE NEIGHBORHOOD COUNCIL BYLAWS

SECTION I – NAME

This organization shall be known as the RIVERSIDE NEIGHBORHOOD COUNCIL.

SECTION II – PURPOSE

The purpose of the Riverside Neighborhood Council is to improve communication, build community, and help address issues relevant to all those who live, work, and otherwise have interest in the Riverside Neighborhood.

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. Other purposes may be to:

- 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 Riverside 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 the Riverside neighborhood.
- 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: Boone Ave. from Monroe St. to Division St.

West: Railroad grade from I-90 to south side of Sunset Blvd; Sunset Blvd to Maple St; Maple St to Riverside Ave; Riverside Ave to Monroe St; Monroe Street from Riverside to Boone Ave.

South: I-90 from Division St to railroad grade (east of Inland Empire Way)

East: Division St from Boone Ave to I-90

SECTION IV – COUNCIL MEMBERSHIP

- A.** Council membership shall be open to anyone who lives or owns property or owns 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 and has attended one (1) regular Neighborhood Council meeting in the preceding six (6) months.
- C.** There shall be no limit to the number of Neighborhood Council members.
- D.** No member shall purport to represent the Neighborhood Council unless authorized to do so by the Neighborhood Council.
- E.** Upon the date of adoption of the Bylaws, all currently listed participants shall automatically be members.

SECTION V – MEETINGS

- A.** Unless otherwise specifically defined in these bylaws, all meetings of the Riverside Neighborhood Council shall be governed by Robert's Rules of Order, current edition. The Council may, by a simple majority 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.** 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.
- D.** A simple majority of the members present, in person or otherwise, and entitled to vote shall be sufficient to constitute a quorum for the transaction of business.
- E.** 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.
- F.** 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.
- G.** On an emergency basis, decisions needing rapid input by the Riverside Neighborhood Council may be resolved by the Officers conducting a vote by telephone or electronically. In such a case, the threshold for a decision shall be a number of votes equal or greater than two-thirds of the voting members present at the preceding regular meeting. It shall be reported at the next meeting.

SECTION VI – OFFICERS AND DUTIES

- A.** The officers of the Riverside Neighborhood Council shall be: Chair (or Co-chairs), Vice Chair-Communications Officer, Secretary-Treasurer, 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 subcommittees, monitoring neighborhood expenditures authorized by the Council, and generally conducting the business of the neighborhood. The Chair shall have the primary responsibility for leading the long- 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.
- C.** The Vice Chair-Communications Officer shall assist the Chair in preparing meeting agendas and conducting meetings, and shall assume all duties of the Chair when required. They shall be responsible for the timely and efficient sharing of relevant neighborhood information to the members of the Riverside Neighborhood as well as interested parties involved in the Riverside Neighborhood.
- D.** The Secretary-Treasurer 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. They 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.
- E.** The Community Assembly Representative shall represent the interests of the Council at Community Assembly meetings and is responsible for reporting information from the Community Assembly to the Riverside Neighborhood Council.

SECTION VII – ELECTION OF OFFICERS

- A.** At least once per calendar year, and no sooner than ten (10) months since the last election of officers, the Riverside Neighborhood Council shall hold an election for officers.
- B.** Each election, every officer position shall be open to any individual interested in running for the position.
- C.** Candidates for officer positions must be eligible for membership in the Riverside Neighborhood Council, as outlined in Section IV.

- D. 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.
- E. 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.
- F. The Secretary will notify the City of Spokane Office of Neighborhood Services of the names of the newly elected officers and their contact information, along with the date they are due to take office.

SECTION VIII – 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 IX – 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 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 X – 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 XI – 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 XII – EFFECTIVE DATE

These amended bylaws of the Riverside Neighborhood Council shall become effective on October 23rd, 2018 and supersede all others.