

**WEST HILLS NEIGHBORHOOD COUNCIL
BYLAWS**

Approved July 12, 2016

Section 1 – Name

- A. The name of this organization is West Hills Neighborhood Council (WHNC).

Section 2 – Statement of Purpose

- A. The purpose of the West Hills Neighborhood Council is to preserve and improve the quality of life in the West Hills neighborhood through the following actions:
1. Review and recommend an action, a policy, or a plan to the City Council neighborhood committee, the city, and to any city agency, commission, or board on any matter affecting the West Hills Neighborhood Council;
 2. Assist city agencies in determining priority needs for the neighborhood;
 3. Review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvements;
 4. Undertake to manage projects as may be agreed upon or contracted with public agencies;
 5. 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.
 6. Review, comment, and, if necessary, take appropriate legal actions, including but not limited to appeals of any proposed zoning changes, developments, plans, proposed improvements, and other actions affecting the West Hills neighborhood.

Section 3 – Neighborhood Boundaries and Sub-areas

- A. WHNC includes areas within the Spokane city limits that are north of I-90, south of Riverside Park, west of Spokane River and Latah Creek, and east of the western city limit.
- B. Sub-areas include: Spokane Falls Community College area; River Run; Government Way area; Whittier Park area; Sunset Hill; Finch Arboretum area; Westcliff; West Plains/Spokane Airport area.

Section 4 – Council Membership

- A. Council membership shall be open to anyone who lives or owns property or operates a business in the neighborhood and who is at least 16 yr of age.
- B. Each qualified WHNC member who is present at a WHNC meeting has one vote at that meeting.
- C. There shall be no limit to the number of WHNC members.
- D. The WHNC membership list shall consist of members who have attended at least one WHNC meeting within the previous year. The list shall be updated at least annually and sent to the Office of Neighborhood Services.

- E. No member shall purport to represent the WHNC unless authorized to do so by WHNC.

Section 5 – Associate membership

- A. Associate membership shall be open to any person who is at least 16 years of age and does not reside or own a business within the neighborhood boundaries but who wants to participate in the WHNC.
- B. An associate member may serve on any WHNC committee but may not hold any office and shall have no voting authority.
- C. There shall be no limit to the number of associate members.

Section 6 – Meetings

- A. Unless otherwise specifically defined in these bylaws, all affairs of the WHNC shall be governed by Parliamentary Procedures, current edition.
- B. Regular WHNC meetings shall be held at least quarterly.
- C. Ad hoc meetings of WHNC may be called by the Chair or any other three members of the Executive Committee.
- D. Only WHNC members actually present at a given meeting may vote.
- E. The minimum number of voting members necessary to establish a quorum at any regular or ad hoc meeting includes at least two members of the Executive Committee and a total of five members.
- F. Executive session: At any WHNC meeting, an executive session may be called in order to discuss legal or other confidential matters.

Section 7 – Meeting Notification

- A. All WHNC meetings will be publicized to WHNC members and associate members at least seven days prior to the meeting date using email or another reasonable method. If meetings also will be publicized with mailings sent by the Office of Neighborhood Services, ONS must receive the information at least 14 days prior to the meeting date.
- B. Meeting notifications must include the meeting date, time, location, and agenda.
- 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 8 – Officers and Duties

- A. The officers of the WHNC shall be: Chair, Vice-Chair, Secretary, Treasurer, Communications Director, Community Assembly Representative, and Community Assembly Alternate Representative.
- B. Officers must be current voting members of the WHNC. Officers are expected to attend all WHNC meetings to the extent possible, and to perform their duties in a manner that best serves the neighborhood residents.
- C. Duties of the officers are as follows:
 - 1. The Chair shall be responsible for the operation of the WHNC and its officers pursuant to these bylaws. This shall include:
 - a. Lead the long-term and short-term planning efforts of the WHNC
 - b. Prepare meeting agendas
 - c. Preside at WHNC meetings
 - d. Appoint standing and special committees
 - e. Monitor WHNC expenditures as authorized by the Executive Committee
 - f. Represent the WHNC at official functions
 - 2. The Vice-Chair shall:
 - a. Assist the Chair in planning and conducting meetings
 - b. Schedule meeting facilities
 - c. Assume duties of the Chair when the Chair is unavailable
 - d. Perform other duties assigned by the Chair
 - 3. The Secretary shall:
 - a. Maintain written records and files for the WHNC
 - b. Prepare a sign-in sheet for each WHNC meeting; keep a copy, and submit a copy to the Communications Director after each meeting
 - c. Write minutes for WHNC meetings; submit them to the Communications Director for posting on the WHNC web site and to the Office of Neighborhood Services
 - d. Maintain the WHNC membership list, as defined in Section 4 above. Submit it to the Office of Neighborhood Services at least annually.
 - e. Prepare ballots for the election of officers . Keep ballots for 60 days after the election and then destroy them.
 - f. Notify the Office of Neighborhood Services in writing of the names of newly elected officers, their term, addresses, telephone numbers, and email addresses after each election
 - 4. The Treasurer shall:
 - a. Maintain financial records for the WHNC
 - b. Collect all monies due or donated and deposit them in the WHNC bank account
 - c. Maintain an accurate accounting of all expenditures of the WHNC
 - d. Present a financial report to the WHNC at the last meeting of each calendar year
 - e. Provide financial records as necessary for compliance with any governmental agency required filings
 - 5. The Communications Director shall:

- a. Maintain the WHNC web site
 - b. Post WHNC meeting agendas, meeting minutes, and other official WHNC business on the WHNC web site
 - c. Monitor the WHNC email account and forward messages to other WHNC officers or members as appropriate.
 - d. Communicate with the WHNC Secretary to maintain an up-to-date WHNC membership list
 - e. Send email messages to all members and associate members as directed by the Chair or other officers
6. The Community Assembly Representative shall:
- a. Serve as the voice between the WHNC and the Community Assembly
 - b. Attend Community Assembly meetings, Retreats and Sub-Committee Meetings
 - c. Be educated about issues the Community Assembly currently is discussing
 - d. Attend Community Assembly-sponsored events
 - e. Vote on behalf of WHNC at Community Assembly meetings
 - f. Present written/oral reports as needed at WHNC meetings
 - g. Notify the WHNC Executive Committee of information from the Office of Neighborhood Services, City Hall, City Council and the Community Assembly as it pertains to the neighborhood
 - h. Encourage Neighborhood representation on Community Assembly committees
7. The Community Assembly Alternate Representative shall:
- a. Perform all duties of the Community Assembly Representative when this officer is unable to attend Community Assembly functions

Section 9 – Nomination, Election, and Term of Officers

- A. The term of office shall be two years. There is no limit to the number of consecutive terms.
- B. In odd years, at the third regularly scheduled WHNC meeting of the calendar year, an announcement shall be made that nominations will be accepted at the fourth regularly scheduled WHNC meeting of the year for election of officers for the following calendar year.
- C. In odd years, at the fourth regularly scheduled WHNC meeting of the calendar year, nominations shall be accepted for officers for the following calendar year. Candidates must be qualified WHNC members and must be willing to accept the nomination.
- D. Officers shall be elected by qualified voting members attending the fourth regularly scheduled WHNC meeting of the calendar year. A majority vote is required if there are two candidates; a plurality vote is required if there are three or more candidates.
- E. Voting shall be by secret ballot if there are two or more candidates for an office. The ballots shall be maintained for 60 days by the Secretary and then shall be destroyed.

- F. The Secretary shall notify the Office of Neighborhood Services in writing of the names of the newly elected officers, their term, addresses, telephone numbers, email addresses, and date that they are due to take office.

Section 10 – Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by the Executive Committee at a convened meeting, prior to which discussion of the removal was included in the call to the meeting. Removal shall require a 2/3 vote of the Executive Committee members present at the meeting.
- B. Should vacancies occur outside of the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled WHNC meeting following the vacancy. The person elected to fill the vacated office shall serve for the remainder of the term.

Section 11 – Executive Committee

- A. The Executive Committee shall be composed of the WHNC Officers, as well as the Chair of any Standing Committee.
- B. The Executive Committee may act on behalf of WHNC between regular meetings on any matter determined urgent. Any such action must be for the benefit of the neighborhood residents and shall be reported at the next regular WHNC meeting, and none of its actions shall conflict with actions taken or policies formulated by WHNC.

Section 12 – Committees

- A. The WHNC Chair, with the approval of the Executive Committee, may appoint standing committees to help conduct the business of the WHNC. The chair of a standing committee shall serve as a voting member of the Executive Committee.
- B. The WHNC Chair and/or Executive Committee may appoint ad hoc or subcommittees to help conduct specialized business for WHNC.
- C. Committees shall report to the WHNC and these reports shall be entered into the minutes for WHNC meetings.

Section 13 – Amendments

- A. These bylaws may be amended by a 2/3 majority vote of qualified WHNC members present at a regular WHNC meeting.
- B. Prior to this meeting, a draft of the proposed amendment must be distributed at least two weeks, and again at least one week, prior to this meeting. Consideration of the amendment must be included in the agenda for the meeting.
- C. Amendments approved by the WHNC shall be sent to the Office of Neighborhood Service within two weeks of approval.

Section 14 – Effective Date

- A. These bylaws of the West Hills Neighborhood Council shall become effective on July 12, 2016, and shall supersede all others.