

BYLAWS for the

Minnehaha Neighborhood Council 2024/2025

Section 1 – Name

A. This organization shall be known as the Minnehaha Neighborhood Council.

Section 2 – Statement of Purpose

A. The purpose of the Minnehaha Neighborhood Council is to develop a stronger neighborhood community, build neighborhood pride, increase the level of neighborhood cooperation, foster greater involvement in local and county government, serve as an advocate for the neighborhood, and to improve and preserve the quality of life in the Minnehaha Neighborhood, through the following sections;

1. Review and recommend an action, a policy, or a plan to the City Council, Neighborhood Committee and to any city agency, commission or board on any matter affecting the Minnehaha Neighborhood.
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 disperse funds to projects, activities, or improvements that are outside of the neighborhood council program, but are for the benefit of the neighborhood.

Section 3 – Neighborhood Boundaries

A. North; space Garnet Avenue to the north
South; to the Spokane River
East; Havana St., including all of Minnehaha Park
West; Green St., then Follow Green St., South Grace, Grace, over to Illinois, Illinois to Smith, then Smith south to the Spokane River

Section 4 – Council Membership

- A. Council membership shall be open to anyone who lives, owns property or operates 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 five (5) non-consecutive regular Neighborhood Council meetings within five (5) months membership shall be effective at the third (3rd) meeting a new members will be noted in the minutes.
- C. There shall be no limit to the number of Neighborhood Council members.
- D. The Neighborhood Membership list shall be updated at least semi-annually and a copy shall reach the City of Spokane Office of Neighborhood Services by March 1st and September 1st of each year.
- E. No member shall purport to represent the Neighborhood Council unless authorized to do so by verbal or written consent from the Chair.
- F. Upon the date of adoption of the bylaws, all currently listed participants shall automatically be members. After the date of adoption, the membership criteria listed above shall apply.
- G. Upon request, each member shall receive a copy of the adopted Minnehaha Neighborhood Council bylaws.

Section 5 – Associate Membership

- A. Associate Membership shall be open to any person or business that does not live in, own property or a business in the neighborhood, but is desirous of participating in the Minnehaha Neighborhood Council as a non-voting supporter.
- B. An Associate Member may serve on any committee, but may **not** serve as chair, may **not** hold any office and shall **not** have voting rights.
- C. There shall be no limit to the number of Associate Members.

Section 6 - Removal of Members from the Minnehaha Neighborhood Council

- A. An individual's voting membership on the Minnehaha Neighborhood Council shall lapse on the sixth (6th) successive unexcused absence, unless there are extenuating circumstances which shall be approved by a majority of the officers.
- B. The Secretary will make a notation in the minutes of each meaning of the names of the individuals whose voting membership will lapse at the next scheduled meeting.

Section 7 – Meetings

- A. Unless otherwise specifically defined in these bylaws, all affairs of the Minnehaha Neighborhood Council shall be governed by Roberts Rules of Order, current edition.
- B. The Neighborhood Council regular meeting shall be held no less then, but not limited to, once per quarter to address pertinent city and neighborhood business, activities and concerns.
- C. Regular Neighborhood Council meetings shall be held on the second (2nd) Thursday of the month at 7 PM – normally at 2929 N. Freya, The Church of God, lower parking lot entrance, or a place to be designated two (2) weeks prior to the meeting.
- D. Special meetings of the Neighborhood Council may be called by the Chairperson, or upon request of 51% of the Voting Membership of the Council, the Chair shall be obligated to call a meeting.
- E. Neighborhood Council meetings shall be open to the public. Visitors shall be invited to participate in the discussion of the matter at hand, but only voting members of the Council are eligible to vote.
- F. The minimum number of council members necessary to establish a quorum at any regular meeting is 30% of the current eligible voting members.
- G. The Neighborhood Council shall hold annual meetings in the second (2nd) or third (3rd) quarter of each year for the purpose of election of officers and an annual report of all activities of the Council, weather permitting. Terms to begin at the start of the new quarter. This need not be separate from the regular meetings.
- H. 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, to be maintained on public file and shall be kept on file at the home of the Secretary or Chairperson of the Council.

Section 8 - Meeting Notifications

- A. All meetings will be publicized in the neighborhood using whatever reasonable means that are available, for example but not limited to: flyers, mailings, newspaper, radio, television, social media, and email etc. Notices shall be distributed not less than three (3) days before the meeting date
- B. Council voting members will be notified by mail or telephone of meeting date, place, time, and preliminary agenda, not less than seven (7) days before the meeting.
- C. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of the section must be complied with in good faith.

Section 9 – Officers and Duties

A. The Officers of Minnehaha Neighbor Council shall be: Chair, Vice Chair, Community Assembly Representative, Secretary and Treasurer. (Secretary and Treasurer can be held by one (1) person.)

B. Duties of the Officers are as follows:

1. **Chair shall:** be responsible for the operation of the Council and it's Officer's pursuant to these bylaws. This shall include conducting meetings, representing the Neighborhood at official functions, appointing subcommittees, 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, as delegated by the Council.
2. **Vice Chair shall:** assist the Chair in preparing meeting agendas and conducting meetings and shall assume all duties in the absence of the Chair.
3. **Community Assembly Representative shall:** and an alternate, be voting members of the Neighborhood 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 an officer, and will be selected by a simple majority vote. The representative will not vote representing the Council on issues without authorization by the Council, except to vote to consider an issue for Assembly business. The representative will report all duties carried out at the next monthly meeting. The alternate shall only operate in the absence of the representative.
4. **Secretary shall:** maintain all written records as required by the bylaws, and produce all written communications as directed by the Chair, the Executive Committee or the Council members. The Secretary shall take meeting minutes and sign-in sheets as a record of attendance, which must be kept for all meetings of the Council and shall be forwarded to the City of Spokane Office of Neighborhood Services to be maintained on public file and shall be kept on file at the home of the Secretary.
5. **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 required filings.

Section 10- Nomination, Election and Term of Offices

- A. A nominating committee appointed by the Chair, shall propose for the annual meeting, one 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 nomination and be qualified voting members of the Council.
- B. Officers shall 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 shall be by secret ballot if there is more than one (1) candidate for office. The ballots shall be maintained for 60 days by the Secretary and then they shall be destroyed.
- D. The term shall be for two (2) years. Officers may not serve for more than two (2) consecutive terms, unless there are no other candidates.
- E. The Secretary shall notify the City of Spokane Office of Neighborhood Services, in writing, of the name of the newly elected officers, the duration of their term, the residential address, telephone number, and the date they take office.

Section 11- Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for cause. Removal shall be debated by the Council and will require a 2/3 vote of members present at a meeting of the Council, providing the resolution proposing the consideration of removal has been adopted at a proceeding 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 12 - Executive Committee

- A. The Executive Committee shall be composed of officers and the Chair of any standing committee.
- B. The Executive Committee shall be responsible for the management of the affairs of the Council. The duties shall include updating semi-annual membership list, holding Council meetings, elections as called for in these bylaws, and representing the Council in communications with the city government; it shall also speak 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 actions shall be reported at the next regular meeting of the Council, and none of its actions will conflict with actions taken or policies enacted by the Council.

Section 13- Committees

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

Section 14- Amendments

- A. These bylaws may be amended by a 2/3 majority vote of those present at a regular Council meeting, providing that a resolution proposing the amendment has been adopted at a proceeding 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 15- Effective Date

- A. These bylaws of the Minnehaha Neighbor Council shall become effective on November 9th, 2023 and supersede all others.