

Generic Bylaws

_____ NEIGHBORHOOD COUNCIL

Section 1 - Name

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

Section 2 - Statement of Purpose

A. The purpose of the _____ Neighborhood Council (***this would be a good time to consider what your Mission/Values statement should say.***) is to improve and preserve the quality of life in the _____ 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 _____ 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 disburse funds for projects, activities, or improvements which are outside of the Neighborhood Council Program but are for the benefit of the neighborhood.

Section 3 - Neighborhood Boundaries

A. North:
South:
East:
West:

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 years of age.
- B. Voting membership shall be granted to any individual who meets the above criteria and has attended two (2) (***This is optional language - can be from zero to three.***) consecutive regular Neighborhood Council meetings. Membership shall become effective at the third meeting and the new members name shall be noted in the minutes.
- C. There shall be no limit to the number of Neighborhood Council members.

- D. The Neighborhood Council membership list shall be updated at least semi-annually and a copy shall reach the City of Spokane Office of Neighborhood Services 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. After the date of adoption, the membership criteria listed above shall apply.
- G. Upon request, each member shall receive a copy of the adopted _____ Neighborhood Council bylaws.

Section 5 - Associate Membership

- A. Associate membership shall be open to any person or business that does not live in or own property or a business in the neighborhood, but is desirous of participating in the _____ Neighborhood Council as a non-voting supporter.
- B. An associate member may serve on any committee, panel or program 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 - Removal of Members from the _____ Neighborhood Council.

- A. An individual's voting membership on the _____ 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 meeting 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 _____ Neighborhood Council shall be governed by Robert's Rules of Order, current edition.
- B. The Council regular meetings shall be held no less than, but not limited to, once per quarter to address pertinent city and neighborhood business, activities and concerns.
- or
- C. Regular Council meetings shall be held monthly on the (example: second Wednesday at 7:00PM, normally at the _____) or a place to be designated two weeks prior to the meeting.

- D. Special meetings of the Council may be called by the chairperson, or upon request of 51 percent (51%) of the voting membership of the Council, the chair shall be obligated to call a meeting.
- E. 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.
- F. The minimum number of Council members necessary to establish a quorum at any regular meeting is thirty percent (30%) of the current eligible voting members.
- G. The Council shall hold an annual meeting in the first quarter of each year for the purpose of election of officers and an annual report of activities of the Council. This meeting need not be separate from the regular meeting.
- 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 Notification

- A. All meetings will be publicized in the neighborhood using whatever reasonable means that are available, for example, but not limited to : Flyers, mailings, newspapers, radio, television, etc. Notices shall be distributed not less than seven (7) days before the meeting date.
- B. Council voting members will be notified by mail or telephone of meeting date, places, 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 this section must be complied with in good faith.

Section 9 - Officers and Duties

- A. The officers of the _____ Neighborhood Council shall be: Chair (or Co-chairs), Vice-chair, Community Assembly Representative, Secretary and Treasurer. (Secretary and Treasurer can be held by one person.)
- B. Duties of the officers are as follows:

The chair shall be responsible for the operation of the Council and its officers pursuant to these bylaws. This shall include conducting meetings, representing the neighborhood at official functions, appointing sub-committees, monitoring neighborhood expenditures and authorized by the Council, and generally overseeing the business 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 and as delegated by the Council.

The Vice-Chair shall assist the Chair in preparing meeting agendas and conducting meetings and shall assume all duties of the Chair when required.

Community Assembly Representative, and an alternate, shall be a 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 following is optional language:** 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.) He/she will report all duties carried out at the next monthly meeting. The alternate will only operate in the absence of the representative.

The Secretary shall maintain all written records as required by the bylaws, and produce all written communication s 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 required filings.

Section 10 - Nomination, Election, and Term of Officers

- 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 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 one (1) year. Officers may serve for 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, their term, addresses, telephone numbers and the date they are due to take office.

Section 11 - 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 12 - Executive Committee

- A. The executive committee shall be composed of the officers and the chair of any standing committee of the Council.
- 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 communications 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 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 and/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 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 15 - Effective Date

- A. These bylaws of the _____ Neighborhood Council shall become effective on _____ and supersede all others.