

# Amended Bylaws

## Comstock Neighborhood Council

### Section 1: Name

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

### Section 2: Statement of Purpose

A. The Purpose of the Comstock Neighborhood Council is to improve and preserve the quality of life in the Comstock 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.
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 legal action on projects that could adversely impact the quality of life, character, or environmental health of the Comstock Neighborhood

### Section 3: Neighborhood Boundaries

- A. **North:** South side of 29th Avenue to Perry Street  
**South:** 57th Avenue (north boundary of Hangman Park)  
**East:** West Side of Perry Street from 29th Avenue to 53rd Avenue; from Perry to Hatch; Hatch south to 57th  
**West:** High Drive from 29th Avenue to Manito Boulevard; the bluff south to 57th Avenue (map south from the northern border of The Creek of Qualchan Municipal Golf Course, east to Manito Golf Club, and south to 57th Avenue)

### 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 16 years of age.
- B. Voting membership shall be given to any individual who meets the criteria in 4.A and shall be effective at the second meeting attended within a 12 month period.
- C. To maintain voting privileges, each member shall attend one meeting annually.
- D. There shall be no limit to the number of Neighborhood Council members.
- E. No member shall purport to represent the Neighborhood Council unless authorized to do so by the Neighborhood Council.
- F. Upon request, each member shall receive one copy of these 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 Comstock Neighborhood Council as a non-voting supporter.
- B. An associate member may serve on a committee, panel or program but may not hold any office and shall not have voting authority.
- C. There shall be no limit on the number of associate members.

#### **Section 6: Meetings**

- A. Unless other specially defined in these bylaws, all affairs of the Comstock Neighborhood Council shall be governed by Roberts Rules of Order, current edition.
- B. At least eight (8) regular Council meetings shall be held each year, unless cancelled by an emergency. These meetings shall be in January, February, March, April, May, September, October, and November. Meetings will be held at Sacajawea Middle School on the third (3<sup>rd</sup>) Wednesday of the month at 6:00PM or at a place, date, and/or time to be designated at least two weeks prior to the meeting.
- C. Special meetings of the Council may be called by the chairperson or upon request of 20 individuals who own property or a business, or reside in the Comstock Neighborhood and are at least 16 years of age the Council, the chair shall be obligated to call a meeting.

- D. Except for executive sessions, council meetings shall be open to the public and visitors shall be invited to participate in the discussion of the matters at hand. However, only qualified members of the Council are eligible to vote. Executive sessions may be called to discuss legal or other confidential matters.
- E. The minimum number of voting members necessary to establish a quorum at any regular meeting is thirty percent (30%) of the members at the previous meeting and a majority of officers.
- F. 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.
- G. Approved minutes of the 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 in the possession of the secretary or chairperson of the Council.

#### **Section 7: 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, electronic communications, social media. Notices shall be distributed not less seven (7) days before the meeting date.
- B. 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 Comstock 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), and Community Assembly Alternate.
- 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 authorized by the Council, and generally overseeing the business of the Council. The Chair shall have the 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 meetings, agendas, and conducting meetings and shall assume to the role of the Chair when required.

**Community Assembly Representative and an alternate** shall be voting members of the Neighborhood Council. They shall represent the interests of the Council at the 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 simple majority vote. 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. S/he will report all duties carried out at the next monthly meeting. The alternate will only operate at the absence of the representative.

The **Secretary** shall maintain all written records as required by the bylaws and produce all written communication as directed by the chair, the executive committee, or Council membership. As additional duties, the secretary shall record and maintain minutes, sign-in sheets and a record of eligible voting members.

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 government agency requiring filing.

## **Section 9: Nomination, Election, and Terms of Office**

- A. A nominating committee appointed by the Executive Committee shall propose for the annual meeting one or more eligible voting candidates from the Council for each office of 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 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 shall then be destroyed.
- D. The terms shall be for one (1) year.

- E. Within 30 days, the secretary will notify the City of Spokane Office of Neighborhood Services in writing of the names of newly elected officers, their term, addresses, telephone numbers and the date 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 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 the next scheduled meeting following the vacancy. The person elected to the vacated office will serve for the remainder of the term.

#### **Section 11: Executive Committee**

- A. The executive committee shall be composed of the officers and the chair(s) of any standing committee(s) of the Council.
- B. The executive committee shall be responsible for the management of the affairs of the Council.
- C. The Executive Committee shall:
  - 1. Plan, advertise and hold Neighborhood Council meetings.
  - 2. Keep meeting minutes.
  - 3. Maintain a Neighborhood website.
  - 4. Hold elections as called for in these bylaws.
  - 5. Represent the Neighborhood in communications with the City government, including the Community Assembly, as directed by majority vote of the Neighborhood Council membership present at a given meeting.
  - 6. Approve any decision to appeal or resolve a legal action involving a project impacting the Neighborhood.
- D. The Executive Committee may act for the Neighborhood Council between regular meetings on any matter determined to be time sensitive council business.
- E. The Executive Committee shall take minutes of all meetings and provide a copy of the minutes and a report at the next Regular Neighborhood Council Meetings.

- F. Unless so authorized by the Neighborhood Council membership or as required to meet the duties set forth in this section, neither the Executive Committee nor any officer or agent shall have the power or authority to bind the Neighborhood Council by any contract or engagement, or to pledge its credit, or render it liable pecuniary for any purpose or to any amount.

**SECTION 12: Committees and Appointments**

- A. The Neighborhood Council and/or the Executive Committee has the power to create committees as needed.
- B. Volunteers will be recruited from persons who are Neighborhood Council members or who are eligible for membership.
- C. There shall be no limit to the number of members on a committee unless directed by the Council membership.
- D. Committees shall report and make recommendations to the Neighborhood Council. These reports shall be entered into the minutes.
- E. A list of Standing Committees and Chairs shall be posted on the Comstock Neighborhood website.

**SECTION 13: Amendments to the Bylaws**

- A. These bylaws may be amended by approval of a two-thirds (2/3) vote of those present at a regular Neighborhood Council Meeting. The resolution to amend must have been proposed at the preceding regular Neighborhood Council Meeting. Notice must be given as to the proposed amendment concerns in the call for the meeting at which the amendment shall be voted upon.
- B. Amendments approved by the Council shall be forwarded within two (2) weeks to the City of Spokane Office of Neighborhood Services.

**SECTION 14 – Effective Date**

- A. These amended bylaws shall become effective on February 17, 2016 and supersede all others.