

Northwest District Council

Bylaws

- Article I **Name**
The name of the organization shall be the Northwest District Council (NWDC).
- Article II **Boundaries**
See attached map adopted 2/96.
- Article III **Purpose**
The purpose of the Northwest District Council is to provide a forum for community business and residential groups located in the NW district council area to strengthen the neighborhoods, share ideas, provide planning, solve common problems, and promote the responsiveness of our local government;
- to work together for the benefit and improvement of the neighborhoods in order to enhance community livability;
- to establish and maintain contacts with government agencies, the business community, churches, schools, and other private and public organizations;
- to inform people of plans and actions affecting the neighborhoods and to encourage citizen participation.;
- to address issues which may affect neighborhood livability. These include, but are not limited to land use, zoning, housing, human resources, social and recreational opportunities, open space and parks, environmental quality, crime prevention, pedestrian safety, traffic and transportation;
- to make recommendations on government policies and City funding including, but not limited to Neighborhood Matching Fund Large Fund Projects and Neighborhood Street Fund/Cumulative Reserve Fund applications that affect the Northwest District and/or its member neighborhoods.
- to send a representative to the City Neighborhood Council
- Article IV **Non-Discrimination Policy**
The Northwest District Council will not discriminate against individuals or groups on the basis of race, religion, gender, sexual orientation, age, disability, national origin, income, or political affiliation.

Article V **Membership**

No dues or fees are required for membership in the Northwest District Council.

Voting membership shall be by one (1) representative from organizations whose primary place of business are within the designated boundaries of the Northwest District, and whose members predominantly live within that area and whose stated purpose reflects values as stated in Article III. Those organizations are further defined by qualifying with four (4) or more of the following criteria:

- Publication and distribution of a newsletter and notice of meetings.
- Established bylaws and meeting records
- Membership based on non-discrimination policy stated in Article IV.
- Valid Washington State non-profit status
- Minimum membership of 15 persons who live or work in the NW district.
- Open meetings and elections.

The voting representative or alternate shall present to the Chair or Co-Chair a “letter of voting authorization” on behalf of the organization represented, so designating such representative as the organization’s voting member or alternate.

Article VI **Officers and Elections**

The officers of the Northwest District Council shall be a Chair or Co-chair and Secretary.

The Chair or Co-Chairs shall serve as chief executive of the Board and as an ex-officio member of all committees except the Nominating committee; shall preside at all general meetings, create task force committees and receive and respond to all correspondence.

The Chair or Co-Chair shall attend all City Neighborhood Council (CNC) meetings and shall have the authority to vote on behalf of the district. The Chair may nominate an alternate to attend the CNC meeting in case of an emergency. The alternate shall also have the authority to vote on behalf of the district.

The Chair or Co-chairs shall serve a one-year term and be eligible for election to a second term. The Chair or Co-Chairs shall not serve more than two consecutive terms.

The Secretary shall maintain the NWDC member contact information and produce and distribute agendas, meeting announcements, action items, and meeting notes. The Secretary shall be responsible to ensure that all official records are maintained (letters of eligibility of voting rights, i.e. voting authorization).

The Secretary shall serve a one-year term and be eligible for election to a second term. The Secretary shall not serve more than two consecutive terms.

The Council may recall the Chair, Co-Chair or Secretary for cause by a 2/3 majority vote.

The Council shall annually elect officers at the regular June meeting. And all Council members shall be notified of impending elections.

Each officer now or hereafter, his or her respective heirs, executors and personal representatives serving the organization, shall be indemnified by this organization against expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit or proceeding in which he or she is made a part by reason of being or having been an officer. Exception: in relation to matter to which the officer shall be adjudged in such action, suit or proceeding to be liable of negligence or misconduct in the performance of duties, such indemnification shall not be deemed exclusive of any other rights to which such party may be entitled under any bylaw, agreement, or otherwise.

Article VII **Committees**

The Chair or Co-Chair shall appoint task force committees with the Council's approval.

The Nominating Committee shall consist of two or more members and be formed by asking for volunteers at the May general meeting. If volunteers are not identified, the Chair or Co-Chair will appoint a Nominating Committee that may consist of a single member.

The report of the Nominating Committee shall be made at the June general meeting and shall list at least one nominee, if possible, for each position. All nominees must be voting members as outline in Article V. The public report of the Nominating Committee shall be available at least ten (10) days prior to the June meeting. Immediately following the presentation of

the report at the June meeting, nominations may be made from the floor by any member, provided the consent of the nominee shall have been secured and the nominee is a voting member of the Council. The election of each officer shall be by vote. A majority vote of the members present at a general meeting is necessary to elect.

A special task force committee may be appointed by the Chair or Co-Chair to include any of the following tasks:

- Review existing committees for recommendation of any changes for vote by the voting membership.
- Review general meetings (frequency, time, location) and recommend any changes requiring a vote by the voting membership.
- Review the bylaws and recommend any changes for vote by the voting membership.
- Any other purpose deemed appropriate by the Chair of Co-Chair and in accordance with the objectives of this organization.

Article VIII **General Meetings**

The district council shall consist of one member of each organization who qualifies for membership and shall have said organization's voting authorization.

District council meetings shall be held at least 10 times a year at a time and place fixed by the district council. There shall be a meeting of the general membership on the fourth Wednesday of each month except July and November from 7:00 – 9:00 p.m.

Additional meetings may be called at the discretion of the Chair or Co-Chair upon petition of at least 10 voting members. All meetings shall be held at the Greenwood Neighborhood Service Center unless otherwise located with at least 10-day notification.

The district council shall solicit opinions of the member organizations on any issue affecting the district before adopting any policy or recommendation.

A quorum shall be defined as 50% + 1 of the voting membership. It shall take a majority (50% + 1) of attendees or proxies to pass a motion. Proxy votes will be considered part of the quorum prior to the meeting.

A proxy shall be in writing stating the purpose for which the proxy may be used and signed by the grantor.

All people within the Northwest District Council boundaries who live or own property or businesses are encouraged to attend open monthly meetings of the district council.

Article IX **Resignations and Vacancies**

Since each voting member represents another organization, such organization's resignation and vacancy procedures shall be observed.

Vacancies on the Council should be immediately filled by the concerned organization to protect their vote and interests.

The Chair or Co-chair shall alert any voting member's organization when their representative has three (3) unexcused absences so that the organization can elect to replace their voting member on the NWDC.

If there has been an unexcused absence for six (6) months, the organization shall be withdrawn from the NWDC. Organizations that have been withdrawn but wish to be a voting member must show eligibility for voting rights as described in Article V.

Article X **Authority**

We as representatives of/to the Northwest District Council will make decisions and vote as we believe is necessary to expedite actions.

Article XI **Rights of Citizens**

Any person may petition the Northwest District Council for action. Petitions must be in written form.

Article XII **Finances**

In the event that the Northwest District Council shall require funds for special purposes and projects, it shall have the authority to solicit funds in its name, establish a bank account, and disburse funds as the Council directs. All funds disbursed by check shall require the signature of the Chair or Co-Chair and the Secretary.

Article XIII **Bylaws Amendments**

These bylaws may be amended by a majority vote of the members present at a scheduled membership meeting, provided public notice has been given to the membership at least fifteen (15) days in advance. Any member organization may propose a bylaw amendment. Bylaws must be amended by a 3/4 vote of the Council and only at regular Council meetings. All Council members and the organization they represent must be notified of any proposed bylaw amendment 45 days prior to voting on said amendment. Once every two years the Chair or Co-Chair or a committee appointed by the Chair or Co-Chair shall review bylaws.

Article XIV **Certification**

These bylaws were approved by a majority vote of the officers on _____(date) and by a majority vote of the voting members present in a general membership meeting on _____(date).

Chair or Co-Chair

Chair or Co-Chair

Secretary

Revised bylaws draft 10/22/08.