



KENT NEIGHBORHOOD COUNCIL BYLAWS

***These draft bylaws were created for informational purposes only.
They have not been approved by the City of Kent; nor are the
provisions contained in these bylaws required by the City.***

They are merely suggestions from the author.

BYLAWS OF _____

ARTICLE I. NAME

The name of the Council shall be the _____

ARTICLE II. GOALS

Section 2.01

PURPOSE. To conduct meetings, distribute newsletters, and maintain contact information for the regular distribution of information in order to educate our residents on subjects impacting the Neighborhood and our community, while also, cultivating a sense of community spirit and pride in our Neighborhood through education and sharing of cultural resources.

Section 2.02

AWARENESS. To maintain an awareness of private or governmental activities that impacts the quality of life in the Neighborhood. To solicit members of the Neighborhood that will share in the responsibility of being aware of important activities and assist in taking appropriate action to further or protect the interests of the Neighborhood.

Section 2.03

COMMUNICATION. To provide an organized way for residents of the Neighborhood to participate in discussions of issues affecting the Neighborhood and to act as a conduit to members of the Neighborhood needing assistance from the City.

ARTICLE III. THE COMMUNITY SERVED

Section 3.01

BOUNDARIES. (List neighborhood boundaries). Provided, however, that any matter of concern which may affect the defined Neighborhood within the City shall be a proper subject for discussion and action by this Neighborhood Council.

Section 3.02

MEMBERS. Any resident of the defined Neighborhood as described in Article III is a member of the Neighborhood Council and has full voting rights.

Section 3.03

PAID MEMBERS. Any person who is a resident of the defined Neighborhood as described in Article III is eligible to become a Paid Member of the Neighborhood Council upon payment of dues as set by the Board.

Section 3.04

BUSINESS MEMBERS. Any business that is interested in participating in the Neighborhood Council may become a Business Member upon payment of dues as set by the Board. *However; a Business Member has a voice, but not a vote, and may not serve as an Officer of the Council or as a Board Member of the Council.*

ARTICLE IV. DUES

Annual membership dues should be for the period of February 1 through January 31. Dues may be pro-rated for the first year of membership. Each year the Board of Directors of the Neighborhood Council should establish the amount of the dues, taking into consideration past and anticipated future operating costs as well as the need to ensure that membership dues are reasonable. Dues will be set for Paid Members and Business Members. In addition, Paid Members or Business Members may offer in-kind services in exchange for paying yearly dues.

ARTICLE V. ELECTION AND NUMBER OF DIRECTORS/OFFICERS

Board of Directors

Section 5.01

RESIDENCY. Any and all Directors shall be residents of the defined Neighborhood as provided in Article III. If a Director moves from the Neighborhood, then that Director shall resign their position.

Section 5.02

NUMBER OF DIRECTORS. The affairs of the Neighborhood Council shall be governed by a Board of not fewer than five or more than nine Directors, who shall be elected by the members of the Council. The members of the Neighborhood Council at any annual meeting may change the number of Directors within those limits, but shall not reduce the number in such a manner to deny an incumbent Director (unless removed for cause) a full term in office.

Section 5.03

ELECTION AND TERM OF OFFICE. Election of the Directors will be held annually. Initially, one third of the number of Directors should be elected for one year, the same number should be elected for two years and the remainder elected for three years. The normal term of office will be for three years and until their successors are elected and take office. The Board shall fill any Director vacancies as they arise. Any Director appointment by the Board shall be subject to a vote of the Membership at the next scheduled election.

Officers

Section 5.04

RESIDENCY. Any and all Officers shall be residents of the defined Neighborhood as provided in Article III. If an Officer moves from the Neighborhood, then that Officer shall resign their position.

Section 5.05

The officers should consist of, PRESIDENT, VICE-PRESIDENT, TREASURER AND SECRETARY. They hold office at the pleasure of the Board. The officers of the Neighborhood Council should be elected annually by the Board of Directors. An Officer may be a member of the Board of Directors. It is also acceptable to have an Officer that is not a member of the Board of Directors. Again, all Officers must be residents of the defined Neighborhood. It is also acceptable for a single resident to hold more than one of the Officer positions. The Board shall fill any vacancies as they arise.

ARTICLE VI. DUTIES OF BOARD OF DIRECTORS

Section 6.01

BEST INTEREST OF THE NEIGHBORHOOD. As official Representatives of the Neighborhood Council, Directors shall act in the best interest of the Neighborhood to further the stated goals of the Neighborhood Council, shall act civilly and shall treat other Neighborhoods, their members, and city employees with respect and professionalism, regardless of one's personal beliefs in a topic.

Section 6.02

CITY GUIDELINES. Directors are charged with complying with the City's guidelines to make sure that this Neighborhood Council remains an Officially Recognized Neighborhood of the City of Kent.

Section 6.03

QUORUM. In order to conduct official business, a quorum, which is a majority of the elected board members, is necessary. For any action to be taken on behalf of the Neighborhood Council, a majority of the quorum shall be necessary for any decision.

Section 6.04

INDIVIDUAL ACTION. No Director shall publicly take a position on any question, issue or action item, in the name of the Neighborhood Council, unless such a position has been approved by the Board.

Section 6.05

REMOVAL. A Director may be removed from office by a majority vote of the Members present at a membership or special meeting. Notice of such proposed action should be distributed to the Membership prior to the meeting.

ARTICLE VIII. DUTIES OF OFFICERS

Section 7.01

PRESIDENT. The President shall preside at all Membership Meetings; appoint and remove committee chairpersons; call all Special Meetings; implement Board decisions and perform such duties as are usual vested in the office of the President.

Section 7.02

VICE PRESIDENT. The Vice-President shall be responsible for Membership Meeting programs. The Vice-President shall perform the duties of the President in the absence or the disability of the President.

Section 7.03

SECRETARY. The Secretary shall keep full and accurate minutes of all meetings of the Neighborhood Council and such other duties of a secretarial nature as is usually performed by the Secretary of an organization. The Secretary shall maintain the permanent records of the Neighborhood Council.

Section 7.04

TREASURER. The Treasurer shall keep a register of the membership of the Neighborhood Council, showing their addresses and dues record, and shall also be the custodian of the funds of the Neighborhood Council, and keep a record of all receipts and the disbursements, and render a financial report to the Neighborhood Council at the regular monthly meetings. The Treasurer shall pay the bills for those items included in the budget, and any other expenditures specifically authorized by the Board. The Treasurer shall turn over to the successor all moneys and property, together with a full accounting of the same.

ARTICLE VIII. MEMBERSHIP MEETINGS

Section 8.01

QUARTERLY MEETINGS. Neighborhood-wide Membership Meetings should be held quarterly. Said meetings are to be held at a time and place determined by the Board. Special meetings of the Membership may be held upon the order of the President, upon the request of a majority of the Board or petition of the Members. Where practical, notice of the Special Meeting should be distributed to each Paid Member at least 5 days prior to the meeting.

Section 8.02

RULES OF ORDER. Parliamentary rulings should govern procedure in accordance with the most recent edition of Robert's Rules of Order except as herein otherwise provided.

ARTICLE IX. COMMITTEES

The President may appoint any committees helpful in carrying out the objectives of the Neighborhood Council. Such committees shall report to the Board, and shall not publicly take a position on any question in the name of the Neighborhood Council, unless such a position has been approved by the Board or by the Membership.

ARTICLE X. AMENDMENTS

Any amendment to the bylaws shall first be reviewed by the Board of Directors. If the Board believes the amendments to be in the best interest of the Neighborhood Council, then these bylaws may be amended at any regular Membership or Special Meeting by a majority vote of the Members present providing that notice of the proposed amendment shall have been made prior to the meeting.