

Bylaws Of the  
Lincoln Heights Neighborhood Council-

Section 1  
Name

This organization shall be known as the Lincoln Heights Neighborhood Council  
The Lincoln Heights Neighborhood Council (hereinafter "Council") operates  
under the auspices of the Spokane City Council.

Section II  
Statement of Purpose

A. The purpose of the Council-is to improve the quality of life in the Lincoln Heights neighborhood through the following actions:

1. Promote the improvement, refurbishment and maintenance of neighborhood facilities and features, including but not limited to residential, commercial and institutional structures; streets, alleys and sidewalks; and parks and open spaces throughout the neighborhood.

2. Concern it with cultural and social issues regarding the general health, safety and welfare of the neighborhood residents. .

B. In addition, the Council is to improve and preserve the quality of life in the Lincoln Heights neighborhood through the following actions:

1. Be a neighborhood information and opinion resource for various city departments and agencies.

2. Fulfill specific duties as designated in Neighborhood Services City Ordinance C-31465, 4.27.020.

Section III  
Neighborhood Boundaries

A. Boundaries of the Council are as defined by the Office of Neighborhood Services and City Council. The boundaries are:

**North-** South side of 14<sup>th</sup> Ave. from Southeast Blvd. to Crestline St., east side of Crestline St. from 14<sup>th</sup> Ave. to the bluff, the bluff (further defined as the south side of the Ben Burr trail) from Crestline St. to approximately Fiske St. extended, both sides of 11<sup>th</sup> Ave. from Fiske St. to Thor St. (the East Central Neighborhood Council includes both sides of Hills Ct., just to the north.), the west side of Thor St. from Hills Ct. to 11<sup>th</sup> Ave., the south side of 11<sup>th</sup> Ave. from Thor St. to Freya St., the west side of Freya St. from 11<sup>th</sup> Ave. to 13<sup>th</sup> Ave., the southern boundary of properties along the south side of 13<sup>th</sup> Ave. from Freya St. to Havana St.

**East-** Havana St. from 13<sup>th</sup> Ave. to 35<sup>th</sup> Ave., both sides of Morrill Dr. from Havana St. to Custer St., City boundary south of the intersection of Morrill Dr. and Custer St. to 37<sup>th</sup> Ave.

**South-** North side of 37<sup>th</sup> Ave. from proximal Custer St. to Perry St.

**West-** East side of Perry St., from 37<sup>th</sup> Ave. to 29<sup>th</sup> Ave., south side of 29<sup>th</sup> Ave. from Perry St. to Southeast Blvd., east side of Southeast Blvd. from 29<sup>th</sup> Ave. to 14<sup>th</sup> Ave.

#### Section IV Membership

##### A. Lincoln Heights Neighborhood Council

1. Council membership shall be open to anyone who lives or owns property or operates a business or represents a business or non-profit organization in the respective neighborhood and who is at least 16 years of age.
2. Council voting membership shall be granted to any individual who meets the above criteria and has attended two (2) out of the previous six (6) regular Council meetings (hereinafter "eligible voting member"). Membership shall become effective at the third meeting and the new member's name shall be noted in the minutes by attachment of the meeting sign-in sheets.
3. There shall be no limit to the number of Council members.
4. No member shall purport to represent the Council unless authorized to do so by the Council.
5. 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.
6. The adopted Lincoln Heights Neighborhood Council Bylaws shall be made available to members on the Lincoln Heights Neighborhood Council web page: <http://lincolnheights.spokaneneighborhoods.org>.

B. In addition, the Council membership list shall be updated at least annually and a copy shall reach the City of Spokane Office of Neighborhood Services by March 1 each year.

#### Section V Associate Membership

- A. Associate membership of the Council shall be open to any person who or business that does not live in or own property or a business in the neighborhood but wishes to participate in the Lincoln Heights 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 VI Meetings

##### A. Council-

1. Council meetings shall be held bi-monthly on the third Tuesday at 7:00pm (January, March, May, July, September and November) at a place to be designated no later than two weeks prior to the meeting.
2. The chairperson may call special meetings of the Council. The chair shall be obligated to call a meeting upon the request of 51 percent (51%) of the eligible voting membership of the Council.
3. In the event of a national or local emergency, meetings may be cancelled or conducted virtually. If immediate business needs to be conducted, the business of the Council will be handled by the Elected Officers.
4. Unless otherwise defined in these Bylaws, Robert's Rules of Order, revised edition, shall govern all affairs of the Council meetings.
5. Council meetings shall be open to the public. Visitors shall be invited to participate in the discussion of the matters at hand. Only eligible voting members of the Council may vote.
6. The minimum number of Council members necessary to establish a quorum at any regular meeting is twenty five percent (25%) of the current eligible voting members.
7. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the Council. The minutes shall be entered on the Lincoln Heights Neighborhood Council web page. The minutes and sign-in sheets will also be kept on file at the home of the secretary of the Council.—

B. In addition, the Council shall:

1. Hold an annual meeting in the first quarter of each year. This meeting will be for the purpose of an annual report of activities of the Council. This meeting need not be separate from the regular meeting.

## Section VIII

### Officers and Duties

A. Lincoln Height Neighborhood Council

1. The officers of the Council shall be Chair (or Co-Chairs), Vice-Chair, Community Assembly Representative, Community Assembly Representative Alternate, Cleanup Representative, Secretary (or Co-Chairs) and Treasurer. One person may hold the Secretary and Treasurer positions. Board members may also serve as Community Assembly Representatives and Clean-up Representative.
2. Officers shall be eligible voting members of the Council.
3. Duties of the officers are as follows:
  - a. The Chairperson shall be responsible for the operation of the Council and its officers pursuant to these Bylaws. The Chair shall conduct meetings, approve agenda items, represent the neighborhood at official functions, act as an ex-officio member of all committees, appoint subcommittees; monitor neighborhood

expenditures as authorized by the Council and generally oversee the business of the Council.

b. The Vice-Chair shall assist the Chair in the responsibilities listed above and shall assume all duties of the Chair when required.

c. The Community Assembly Representative and Alternate represent the interests of the Council at Community Assembly meetings held by the city. They shall meet with the City of Spokane Office of Neighborhood Services Community Assembly regularly to discuss community-wide issues. A Council officer may hold these positions. These representatives will not vote representing the Council on issues without authorization by the Council except to vote to consider an issue or for assembly business. He/she will report all duties carried out at the next regular meeting. The Alternate may attend all meetings with the Community Assembly Representative. The Alternate shall assume all duties of the Community Assembly Representative when required. When elected the Community Assembly Representative and Alternate name(s) must be reported to Office of Neighborhood Services.

d. The Secretary shall maintain all written records as required by these Bylaws and produce all written communication as directed by the Chair.

e. 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.

f. Cleanup Representative shall attend the annual meeting for cleanup representatives and will organize the annual cleanup activities.

## Section IX

### Nomination, Election and Term of Officers

A. Nomination, election and term of officers for the Council shall be as follows:

1. A nominating committee, appointed by the Chair of the Council shall develop a slate of officers by seeking one or more eligible voting candidates from the Council for each office for the coming year. This shall be done after the regular March meeting. Nominations shall also be accepted from the floor at the March meeting. All candidates must have accepted the nomination and be eligible voting members of the Council neighborhood to be presented as a candidate for an office.
2. The slate of nominees will be presented to the members of the Council during the regular May meeting.
3. Eligible voting members of the Council shall elect officers during the May regular meeting. Officers shall be elected by a simple majority vote if there are two (2) or fewer candidates. or, by a plurality vote if there are three (3) or more candidates.

4. If there is more than one (1) candidate for an office, voting will be by secret ballot. The ballots shall be maintained for sixty (60) days by the secretary and then be destroyed.
5. The terms shall be for two (2) years, or until a successor is elected.
6. Only eligible voting members of the Council shall be allowed to nominate officer candidates and vote for officers of the Council.
7. 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 X

##### Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by the Council membership and shall require a two-thirds (2/3)-majority vote of eligible voting members at a meeting of the Council. Notice of the vote for removal shall be included in the call to the meeting at which the vote will 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 XI

##### Executive Committee

- A. The Executive Committee of the Council shall be composed of the officers.
- B. The appointed committee and sub-committee chairs shall serve as advisory members of the Executive Board. They will have no voting status.
- C. 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 XII

##### Committees

- A. The Council Chair may appoint standing committees and sub-committees to help conduct the business of the Council upon approval of the Executive Committee.

- B. Committees shall report to the Council at the regular meeting. These reports shall be entered into the minutes.

Section XIII  
Amendments

- A. These Bylaws may be amended by a two-thirds (2/3)-majority vote of eligible voting members present at a regular meeting of the Council. A resolution proposing the amendment shall be adopted at the preceding regular meeting. Notice of the proposed amendment shall be 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.
- B. These Bylaws shall be reviewed annually by a subcommittee, which is appointed by the Council Chair.

Section XIX  
Effective Date

- A. These bylaws of the Lincoln Heights Neighborhood Council shall become effective on January 19, 2021