

*CONSTITUTION OF THE*  
*SHILOH HILLS NEIGHBORHOOD*  
*COUNCIL*

Spokane, Washington

EST. 2016



## **TABLE OF CONTENTS**

<i>Articles I-IV {Name, Purpose, Affiliation, Non-Discrimination}</i> .....	<b>3</b>
<i>Articles V-VI {Neighborhood Boundaries, Membership}</i> .....	<b>4</b>
<i>Article VII {Removal of Membership}</i> .....	<b>5</b>
<i>Article VIII {Meetings}</i> .....	<b>6</b>
<i>Article IX {General Elections}</i> .....	<b>8</b>
<i>Article X {Appointments, Special Elections, Special Appointments}</i> .....	<b>9</b>
<i>Article XI {Officers}</i> .....	<b>10</b>
<i>Article XII {Executive Committee}</i> .....	<b>16</b>
<i>Article XIII {Removal of Officers}</i> .....	<b>17</b>
<i>Article XIV {Committees}</i> .....	<b>18</b>
<i>Article XV {Bylaws}</i> .....	<b>19</b>
<i>Articles XVI-XVII {Amendments, Authority &amp; Effective Date}</i> .....	<b>20-21</b>

**ARTICLE I – Name**

**Section 1.** The name of this organization shall be, the **Shiloh Hills Neighborhood Council (SHNC)**.

**ARTICLE II – Purpose**

**Section 1.** The purpose of this organization shall be to:

- a. review and recommend an action, policy, or plan to the City Council, Office of the Mayor and any city agency, commission, or committee on any matter affecting the Shiloh Hills neighborhood;
- b. assist city agencies in determining priority needs for the neighborhood;
- c. review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvements; and
- d. undertake in managing projects as may be agreed upon or contracted with public agencies.

**ARTICLE III – Affiliation**

**Section 1.** This organization shall operate according to the Constitution set forth in this document, duly approved Bylaws, and of the Charter of the City of Spokane.

**Section 2.** This organization shall operate according to all laws and codes governing the City of Spokane, and under the advice of The City of Spokane Office of Neighborhood Services (ONS).

**ARTICLE IV – Non-Discrimination**

**Section 1.** This organization shall not discriminate on the basis of:

- a. Race
- b. Ethnicity
- c. Religion
- d. Sex
- e. Gender Identity
- f. Gender Expression
- g. National origin
- h. Ancestry
- i. Disability
- j. Veterans' status

- k. Sexual orientation
- l. Marital Status
- m. Political Party Affiliation

## **ARTICLE V – Neighborhood Boundaries**

**Section 1.** The Shiloh Hills Neighborhood Council Boundaries shall be defined as:

- a. The area within the city limits of Spokane, Washington, and more specifically within the following described area: Starting at the intersection of Francis and Atlantic, which is the True Point of Beginning, and extending northerly along the City boundaries, including Holy Cross Cemetery, to Cascade Way, east on Cascade Way to Division, then north on Division to the intersection of Division and Westview, then easterly on Westview to State Highway No. 2, then northerly on State Highway No. 2 to East Hawthorne, then easterly on East Hawthorne to Nevada Street, then southerly following the City boundaries along Nevada Street, including those properties east of Nevada accessed from Westview and Morton Courts, to the intersection of Nevada Street and Magnesium Road, then easterly on Magnesium Road to Crestline, then southerly on Crestline to Francis Avenue, then westerly on Francis Avenue to Atlantic, the True Point of Beginning.
- b. Should the “council” or the boundaries described above change due to city, state or federal designation, such changes shall be incorporated into the descriptions of the boundaries above without the need of formal amendment of these Bylaws.

## **ARTICLE VI – Membership**

**Section 1.** Upon the date of adoption of this Constitution, all currently listed participants shall automatically be voting members. After the date of adoption, the membership criteria listed below shall apply.

- 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 granted to any individual who meets the above criteria and has attended two (2) consecutive regular Neighborhood Council meetings. Membership shall become effective at the third meeting and the new members name shall be noted in the minutes and added to the roster of approved General Members.
- c. There shall be no limit to the number of Neighborhood Council members.
- d. No member shall purport to represent the Neighborhood Council unless authorized to do so by the Executive Committee of the Shiloh Hills Neighborhood Council.

- e. All Council meetings shall be open to the public. Visitors shall be welcome to participate in the discussion on the matters on the agenda, but only General Members are eligible to vote.
- f. The Secretary-Treasurer shall keep a roster of General Members present at all meetings, in order to track attendance of voting members and guests.

**Section 2.**

- a. Minutes of meetings shall be recorded and kept by the Secretary and sign-in sheets must be kept for all meetings by the Secretary as well.
- b. The Sign-in sheets shall act as record of attendance by the General Membership 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 by the Secretary and/or President of the Council.

**Section 3.**

- a. Council Members shall be referred to as General Members. The Executive Committee Members shall consist of appointed and elected officers, elected by the General Membership as referred to in Article IX (Elections) and appointed officers as referred to in Article X (Appointments).
- b. Executive Committee members shall retain General Member voting rights during General Council meetings, unless explicitly stated otherwise by an Article in this Constitution.

**Section 4.**

- a. Associate membership shall be granted to any person or business that does not live nor own property or a business in the Shiloh Hills Neighborhood Council district, but is desirous of participating in the Shiloh Hills Neighborhood Council as a non-voting member
- b. Shall be able to serve on a committee but may not hold the position of Chair.

**Section 5.**

- a. All membership, General and Executive and Associate, must abide by the provisions of the Constitution and Bylaws of this organization.

**ARTICLE VII – Removal of Membership**

**Section 1. Grounds for removal:**

- a. Any member not fulfilling the membership eligibility requirements as outlined in the Constitution, Article VI, or to the Bylaws of this organization to the satisfaction of the Executive Committee, and/or not abiding by the policy set forth in the Constitution or in the Bylaws of this organization, or of the

- Charter of the City of Spokane pertaining to membership eligibility, can be removed from the organization and stripped of voting rights and privileges of the organization.
- b. A simple majority vote of the Executive Committee shall be required for a Resolution of Removal of any member be sent to the General Membership.

**Section 2. Notice of charges:**

- a. The motion to remove a member from this organization must have a simple majority vote and must be presented in writing (or e-mailed) to the Secretary-Treasurer at least 30 days before the meeting at which the removal will be voted on. The member subject to removal must be notified by the Secretary-Treasurer in writing (or e-mailed) at least 15 days before the meeting at which the removal will be voted on.

**Section 3. Right to a fair hearing:**

- a. The member subject to removal shall have the right to present his/her case to the General Membership at the meeting in which the voting for removal is to take place. The Chair of the Executive Committee shall preside over the hearing. A selected Executive Committee member shall present the case for removal of the member to the General Membership, which shall act as Jury. The ruling of the General Membership shall be final and not subject to appeal. A 2/3 majority of General Membership is required to remove a member from the organization. Executive Committee Members are not allowed to vote during this hearing.

**Section 4. Form of vote:**

- a. All voting under this Article shall be done by secret ballot, announced and recorded in the minutes. How individual members vote shall not be publicly disclosed.

**ARTICLE VIII – Meetings**

**Section 1. Quorum:**

- a. To conduct business a quarter of the General Membership must be present at the meeting. A simple majority of the General Membership must be present for all elections.

**Section 2. Voting Percentages:**

- a. Motions dealing with Amendments and/or Bylaws shall require a 2/3 majority vote of the General Membership present at a regular Council meeting. All other motions will require a simple majority vote of the General Membership present to pass.

**Section 3. Frequency of General Meetings:**

- a. Meetings shall be held every 3<sup>rd</sup> Thursday of the Month.

- b. Meetings may be rescheduled when the General Council feels there is a conflict with the meeting location or time. The General Council, by a simple majority vote of the General Membership present, may authorize the Executive Committee to change the meeting time and/or location up to 3 consecutive months; any continued modifications to regular General Council meetings as set forth in this Article requires the following procedure as outlined in Article VIII, Section 3c.
- c. If after 3 consecutive months the General Council is not able to meet according to Article VIII Section 3a, the General Council must authorize the President, with the advice and approval of the Executive Committee, to create an Action Plan on future General Council meetings. This plan shall be due for approval to the Executive Committee no later than midnight 15 days following authorization from the General Council. The plan must detail all the specifics of future meetings, as well as developing an alternative backup which can be available for at least a year from approval of the Action Plan.

#### **Section 4. Parliamentary Authority:**

- a. The Constitution of this organization shall be the supreme authority in parliamentary procedure at all meetings. The Bylaws of this organization shall be the next highest authority. *Robert's Rules of Order* shall be the procedure used to conduct meetings except where it conflicts with the Constitution and/or with the Bylaws.

#### **Section 5. Special Meetings**

- a. Special meetings of the Council, which are defined as any General Meeting called outside of Article VIII, Section 3, may be called by a simple majority vote of the Executive Committee, or upon the request of a simple majority of the General Membership, in which a written petition must be made to the Secretary. The President shall be obligated to call a meeting within 30 days of receipt by the Secretary-Treasurer.
- b. Notice shall be given no less than 15 days before the said special meeting is to take place.
- c. A quorum of 2/3 of the Executive Committee and a simple majority of the General Membership must be present at the meeting.

#### **Section 6. Notification of General Membership Council Meetings**

- a. All General Membership Meetings shall be publicly posted sometimes relying upon the Office of Neighborhood Services to help publicize meetings to all those that live or operate a business in the boundaries of Shiloh Hills Neighborhood Council.
- b. General Members shall be notified by email of meeting date, place, time and preliminary agenda not less than two (2) weeks 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.

## **ARTICLE IX – General Elections**

### **Section 1. Types of elections:**

- a. General elections will be held annually to replace officers whose terms are due to expire.
- b. Special elections (Article X – Appointments and Special Elections) shall be conducted by the Executive Committee when an office is vacated in midterm.

### **Section 2. Nomination of candidates:**

- a. A candidate for office may be nominated by a General Member during the specified meeting in the case of general elections or by themselves.

### **Section 3. Time of elections:**

- a. General elections shall be held the second (2<sup>nd</sup>) meeting after January 1<sup>st</sup>. The specified meeting where nominations for office will take place shall be held on the first (1<sup>st</sup>) meeting after January 1<sup>st</sup>. Special elections (Article X – Appointments) shall be held as necessary.

### **Section 4. Form of vote:**

- a. Voting under this Article shall be by a physical and/or electronic ballot, whichever is provided for the given election, with a 30-day announcement in advance of a General Election; a 15-day notice shall be given for Special Elections.

### **Section 5. Public announcement:**

- a. Pursuant to Article IX, Section 4, a 30-day announcement in advance of any general election and a 15-day announcement in advance of any special election to the Executive Committee. This announcement must be considered public notice.

### **Section 6. Announcement of Results:**

- a. The Secretary-Treasurer shall oversee preparing the form of vote and any necessary steps that should be taken for the Election to take place. Furthermore, after the vote takes place they shall:
  - i. Oversee collecting election results, tallying results, documenting/keeping strict records of election, and notifying the Executive Committee and ONS of the results of the election.
  - ii. This shall be conducted by the end of business the day following the election. The Secretary-Treasurer shall then be responsible for announcing the results of the election at the beginning of the third (3rd) meeting after January 1<sup>st</sup>; this announcement must be considered public notice.

### **Section 7. Powers of Office**

- a. The powers of the newly elected officers shall commence at the beginning of the third (3rd) meeting after January 1<sup>st</sup>; at this time the incumbent President shall administer the Oath of Office to the respective new officers.



- b. The powers of the replaced officers shall cease after the Oath of Office, and they shall relinquish power of office to their elected replacement.

### **Section 8. Appointed Officers**

- a. The newly appointed officers shall take the Oath of Office at the next meeting after the General Membership has affirmed their appointment.
- b. At the end of an appointed officer's 1-year term, the officer may request another term at the discretion of the Executive Committee, only with the recommendation of the President of the Shiloh Hills Neighborhood Council and being affirmed by the General Council.

## **ARTICLE X – Appointments, Special Elections, and Special Appointments**

### **Section 1. Appointments:**

- a. An appointment shall be made following a General Election at the discretion of the President of the Shiloh Hills Neighborhood Council, then confirmed by the Executive Committee, and finally affirmed by the General Membership. This shall be used to appoint members to positions in the Executive Committee. (Article XII, Section 2) The Appointed Officers shall be:
  - i. Communications Director,
  - ii. Membership Director,
  - iii. Ad Hoc positions, as deemed necessary by the President with the consent of the Executive Committee.
- b. Notice of Appointment Nominations shall be made no later than 15 days after General Election results. All nominations for Appointment to office shall be submitted to the Secretary-Treasurer no later than midnight exactly 30 days after the Notice of Appointment Nominations is made. By the end of business the following day, the Secretary-Treasurer shall give the President the nominations for Appointment to Office. The President will then have 15 days to put forth his/her nominations to Appointed Office to the Executive Committee. The President shall excuse themselves from voting and presiding over the meeting in which the hearing is to take place. The Vice President shall preside over this hearing in which the appointee(s) shall be made available for questions from the Committee. The Executive Committee must have a 2/3 majority vote to be confirmed. The next meeting following confirmation, the General Membership shall vote to affirm the appointment. A simple majority vote of the General Membership present is required for affirmation.
- c. Appointed Officers shall serve a one (1) year term starting at the next meeting after the General Membership has affirmed the appointment, in accordance with Article IX, Section 8. If the Executive Committee wishes to dismiss an Appointed Officer in-term, they must follow procedure as stated in Article XIII.

**Section 2. Special Elections:**

- a. A Special Election shall be conducted by the Executive Committee when an elected office is vacated in midterm; then affirmed by the General Membership.
- b. Announcement of the Special Election Nominations shall be made no later than 15 days after the office has been vacated. All nominations for Appointment to Office shall be submitted to the Secretary-Treasurer no later than midnight exactly 30 days after the Notice of Special Election Nominations is made. By the end of business the following day, the Secretary-Treasurer shall give the Executive Committee the nominations for Appointment to Office. The Executive Committee will then put forth their recommendation to Office to the General Membership. At the next General meeting after notification, the Special Election shall be held. A simple majority of the General Membership present is required to be affirmed.

**Section 3. Special Appointments**

- d. A Special Appointment shall be conducted by the Executive Committee when an appointed office is vacated in midterm.
- e. Notice of Special Appointment Nominations shall be made no later than 15 days after the office has been vacated. All nominations for Appointment to Office shall be submitted to the Secretary no later than midnight exactly 30 days after the Notice of Special Election Nominations is made. By the end of business the following day, the Secretary-Treasurer shall give the Executive Committee the nominations for Appointment to Office. The Executive Committee must have a 2/3 majority vote to be confirmed. The next General meeting following confirmation, the General Membership shall vote to affirm the appointment. A simple majority vote of the General Membership present is required for affirmation.

**Article XI – Officers****Section 1. Elected Officers: The elected officers of this organization shall be:**

- a. President
- b. Vice President
- c. Secretary-Treasurer
- d. Community Assembly Representative

**Section 2. Appointed Officers: The Appointed Officers of this organization shall be:**

- a. Communications Director
- b. Membership Director
- c. Ad Hoc positions, Chairs of General Council Committees, or as deemed necessary by the President with the consent of the Executive Committee.

**Section 3. Qualifications:**

- a. Member in good standing with the organization and with the provisions of the Constitution and Bylaws of this organization as stated in Article VI, Section 1.

**Section 4. Term of office:**

- a. An officer shall serve a one (1) year term starting at the third (3<sup>rd</sup>) meeting after January, which is the Annual General Election, or until his/her successor is appointed or elected; in conjunction with Article IX, Section 7, and/or unless due-fully relieved of their post through Article XIII, Section 1a.

**Section 5. Duties:** The duties of the officers of this organization shall be as follows:

- a. **The President:**
  - i. Shall be responsible for the operation of the Shiloh Hills Neighborhood Council, its officers and directors pursuant to this Constitution and bylaws.
  - ii. Shall represent the Shiloh Hills Neighborhood Council
  - iii. Shall, with the assistance of the Secretary-Treasurer, monitor all neighborhood expenditures authorized by the Executive Committee.
  - iv. The President shall have the primary responsibility for leading the long-term and short-term planning efforts of the neighborhood and shall have specific duties as spelled out elsewhere in these bylaws and as delegated by the Executive Committee.
  - v. Shall be the Chief Administrative Officer of the organization and shall preside over the General Membership Meetings of the Shiloh Hills Neighborhood Council.
  - vi. Shall Chair the Executive Committee of the Shiloh Hills Neighborhood Council.
  - vii. Coordinate maintenance of website and social media accounts with the Communications Director.

- viii. In support of the Membership Director, shall encourage and coordinate the participation of members in neighborhood community activities and events.
- ix. Shall assist the Vice President with setting the agenda for General Membership Meetings and ask for the advice and consent of the Vice President for setting the agenda for Executive Committee Meetings.
- x. Represent the Shiloh Hills Neighborhood Council organization in public and report on his/her official activities at each SHNC General and Executive Committee meeting.
- xi. Shall act the alternate Representative of the Shiloh Hills Neighborhood Council to the City of Spokane Community Assembly
- xii. Pursuant to City Charter section 73(D), the President and the Secretary-Treasurer are to be the designated officers to receive written documentation and other information from the City's Office of Neighborhood Services and will be responsible for the dissemination of this information to the Executive Committee and General Membership.
- xiii. Shall be co-responsible with the rest of the Executive Committee for publicizing all meetings such that any interested public parties may have notice thereof.

**b. The Vice President:**

- i. Shall assume the duties of the President during his/her absence and shall succeed to that position in the event that it becomes vacant, until a special election can be held.
- ii. Shall create the General Council meeting agenda with the advice and consent of the President.
- iii. Shall Vice Chair the Executive Committee of the Shiloh Hills Neighborhood Council.
- iv. Shall be responsible for overseeing the Bylaw committee of this organization, and for helping draft and present any recommended Bylaw for review to the Executive Committee, before review by the General Membership. Upon approval of the draft(s) Bylaw(s), they shall be presented for a vote at the next stated meeting.
- v. Shall be responsible for enforcing such Bylaws as is deemed to be necessary by the Constitution of this organization.

- vi. Shall be responsible for assisting the President with the execution of the agenda at Executive and General Membership Meetings
- vii. Support overall organizational development and implementation of the strategic plan (including playing a supportive role in fundraising efforts).
- viii. Shall be co-responsible with the rest of the Executive Committee for publicizing all meetings such that any interested public parties may have notice thereof.

c. **The Secretary-Treasurer:**

- i. Shall give adequate notice for events, meetings and upcoming voting duties of the total Executive Committee membership and/or total General membership.
- ii. Shall keep accurate records of all meetings.
- iii. Shall disseminate the agenda for General and Executive Committee meetings after approval from the President and Vice President.
- iv. Shall report the minutes of the meetings.
- v. Shall keep a just and accurate record of all members present and of all votes taken.
- vi. Support overall organizational development and implementation of the strategic plan (including playing a supportive role in fundraising efforts).
- vii. Shall post minutes of latest meeting to the SHNC website no later than 48 hours after adjournment.
- viii. Shall be responsible for clearing any confusion regarding meetings (ex. Meeting Minutes, etc.).
- ix. The position can be split into two separate positions as deemed necessary by the Executive Committee
- x. Shall be the Chief Financial Officer of the organization.
- xi. Shall report a just and accurate accounting of revenues and expenses upon request of any member at any organizational meeting and must report on such at all stated meetings.

- xii. Shall prepare, all financial records for filing.
- xiii. Shall take receipt for any monies received and pay out any that are due in an accurate and timely manner as to make sure that the Shiloh Hills Neighborhood Council are always in good financial standing.
- xiv. Shall be jointly responsible of the organization's bank account along with the President.
- xv. Shall act as Chief Financial Advisor to Executive Committee.
- xvi. Shall be co-responsible with the rest of the Executive Committee for publicizing all meetings such that any interested public parties may have notice thereof.
- xvii. Shall notify the City of Spokane Office of Neighborhood Services in writing of the names of the newly elected officers and Executive Committee Members, their term, addresses, telephone numbers and the date they are due to take office, no later than forty-eight (48) hours after an election.

**d. Community Assembly Representative:**

- i. Shall be a General Member in good standing
- ii. Shall represent the interests of the Executive Committee of the Shiloh Hills Neighborhood Council at all City of Spokane Community Assembly Meetings held by the city
- iii. Shall be responsible to attend the monthly CA meetings on a regular basis, acting as our Liaison to the CA. If the CA Representative cannot attend the CA meeting, the President must be notified in writing that they cannot attend and that the President must attend as the alternate.
- iv. Shall provide a monthly report to the Executive and General Meetings of happenings of the CA.
- v. Shall meet with the neighborhood council's designated liaison to the City of Spokane Office of Neighborhood Services regularly to discuss community-wide issues.
- vi. The Representative shall not represent the Executive Committee of the Shiloh Hills Neighborhood Council, nor the General Membership of the Council on any issues before the Community Assembly without prior-authorization by the Chair of the Executive Committee, except when to vote on day-to-day business relating to the Community Assembly or emergency votes. He/she shall report all duties carried out at the next Executive and General Membership meeting.

- vii. The alternate shall only operate in the absence of the CA Representative.
  - ii. Support overall organizational development and implementation of the strategic plan (including playing a supportive role in fundraising efforts).
- e. **Communications Director:**
- i. Maintain the SHNC website and social media accounts; learn and be proficient in the approved web content management system and be able to manage and expand various vital social media components.
  - ii. Work with the Membership Director on executing creative media and public outreach campaigns on website and social media accounts.
  - iii. Ensure the accuracy of internal mailing lists and SHNC email addresses in conjunction with the Secretary-Treasurer.
  - iv. Coordinate media buys with Secretary-Treasurer and Executive Committee.
  - v. Monitor media regarding any issues relating to and/or directly relevant to the Shiloh Hills Neighborhood Council.
  - vi. Maintain the underlying infrastructure for the SHNC website and email system
  - vii. Assist the other officers with updates to the SHNC website and social media accounts
  - viii. Organize, develop and execute creative media and public outreach campaigns, with assistance of the Community Assembly Representative, Membership Director, and Executive Committee for the Shiloh Hills Neighborhood Council; sometimes in collaboration with the Office of Neighborhood Services, the City of Spokane, partnering city and/or state agencies, and other private groups operating within the boundaries of Shiloh Hills Neighborhood Council.
  - iii. Draft press statements and other external communications, in coordination of the Chair of the Executive Committee, as well as with the Office of Neighborhood Services
  - iv. Shall preserve the organization's brand and messaging in all external communications.
- f. **Membership Director:**
- i. Work with Executive Committee to organize successful events.
  - ii. Shall chair the Membership Committee.

- iii. In charge of all event logistics and personnel needed to staff and support events.
- iv. Shall Chair the Membership Committee.
- v. Work with the Communications Director and Executive Committee to solicit potential sponsors and general supporters for events.
- vi. Work with the Communications Director and Executive Committee to work with the Office of Neighborhood Services to publicize events within the community.
- vii. Hit target deadlines for all events organizational planning.
- viii. Receive, enter, and maintain all data needed to give a report to the Executive Committee after events at the next meeting.
- ix. Shall be responsible for setting and making fundraising goals for the organization's sustainability and growth.
- x. Shall be responsible for, with support of the Communications Director and Executive Committee, generating support of the SHNC activities and goals, along with generating new membership.
- xi. Keep current members active and engaged.
- xii. Coordinate social functions for members.
- xiii. Coordinate outreach events for SHNC to grow members of the community.
- xiv. Support overall organizational development and implementation of the strategic plan (including playing a supportive role in fundraising efforts).

## **ARTICLE XII – Executive Committee**

### **Section 1. Responsibility:**

- a. Management of this organization shall be vested in an Executive Committee, responsible to the entire membership to uphold this Constitution. They will assist the Vice President in the setting of the agenda for General Membership meetings, assist the President in the setting of the agenda for Executive Committee meetings, and act as the President's Cabinet, assisting the President in the overall direction of the organization.

### **Section 2. Members:**



- a. Membership shall consist of the President, Vice President, Secretary-Treasurer, Community Assembly Representative, Communications Director, and Membership Director as well as any Chairs of any committees of the SHNC, or any Ad Hoc Members as designated by the President of the Shiloh Hills Neighborhood Council with support of a simple majority of previously identified officers as outlined in Article XI, Section 1. All members of the Executive Committee shall be voting members of the Executive Committee.

### **Section 3. Meetings:**

- a. The Executive Committee shall meet (by Teleconference, physical meeting or any other available means) at least but not limited to once a month to organize and plan future activities, possible speakers at meetings and agenda items for meetings.

### **Section 4. Quorum:**

- a. A quorum of this Executive Committee shall consist of a simple majority.

### **Section 5. Presiding over the Executive Committee:**

- a. The President of the Shiloh Hills Neighborhood Council shall Chair the Executive Committee, followed by the Vice President who shall serve as the Vice Chair and the Community Assembly Representative who shall serve the Chair as Parliamentarian.

### **Section 6. Liaisons to the General Council**

- a. The President of the Shiloh Hills Neighborhood Council shall designate authorized representatives of outside organizations to act as advisors and community contacts to the General Council.
- b. The Office of Neighborhood Services shall have a standing liaison to the Shiloh Hills Neighborhood Council, as well as having the neighborhood's Neighborhood Resource Officer from the Spokane Police Department serve as a liaison to community policing services.

## **ARTICLE XIII – Removal of Officers**

### **Section 1. Grounds for Removal:**

- a. Any officer not fulfilling his/her duties as outlined in this Constitution Article XI, Section 5; or in the Bylaws of this organization to the satisfaction of the General Membership or Executive Committee; or who has violated a policy of the Office of Neighborhood Services or municipal, county, state, or federal law may be removed from office and stripped of voting rights and privileges of the office.

### **Section 2. Notice of charges:**

- a. The petition to remove an officer from his/her position must be presented in writing (or e-mailed) to the Secretary-Treasurer with no less than 51% of the General Membership plus one Executive Committee

Member, which shall be copied to the total Executive Committee as well as the total General Membership at least 30 days before the meeting at which the Resolution to Remove an Officer will be voted on. The Officer subject to removal must be notified by the Secretary-Treasurer in writing (or e-mailed) at least 15 days before the meeting at which the Resolution to Remove shall be voted on, in which time they shall be given the opportunity to present their case at this hearing. The Executive Committee will then vote on whether to pass or reject the Resolution to Remove an Officer, and to send the Resolution to the General Membership for a special hearing.

**Section 3. Right to a fair hearing:**

- a. The officer subject to removal shall have the right to present his/her case to the General Membership at the special meeting in which the voting for removal is to take place. The Chair of the Executive Committee shall preside over the hearing. A quorum of 1/2 of the General Membership must be present at the special hearing. A selected Executive and General member shall present the case to the rest of the General Membership, who shall act as jury. Executive Committee members shall not be allowed to vote at this special hearing. A 2/3 majority of the membership assembled must vote for the removal for it to take effect.

**Section 4. Right to appeal:**

- a. The decision of the General Membership is final and as such is not subject to appeal.

**Section 5. Form of vote:**

- a. Any vote for removal of an officer under this Article shall be done by secret ballot and be announced and recorded in the minutes. How individual members vote shall not be publicly disclosed.

**ARTICLE XIV – Committees**

**Section 1.**

- a. The President shall have the authority to appoint any special, investigative, exploratory, or Ad-Hoc committees as needed that will meet the needs of the organization. Any permanent standing committee in addition to those outlined in Section 2 must be approved by a simple majority of the Executive Committee.

**Section 2.** The committees listed below shall be permanent standing committees of the Shiloh Hills Neighborhood Council:

- a. Bylaw Committee
  - i. This committee shall be chaired by the Vice President/Vice Chair of the Executive Committee.

- b. Neighborhood Land Use, Zoning, and Planning Committee
- c. Traffic and Transportation Committee
- d. Parks Committee
- e. Neighborhood Safety Committee
- f. Membership Committee
  - i. This committee shall be chaired by the Membership Director/Member of the Executive Committee.

**Section 3.** The Membership Director and the Executive Committee shall annually prepare a committee fair at a General Council meeting to promote interest and participation in neighborhood committees.

**Section 4.** The President shall have the authority to approve Chairs of committees with the advice and consent of the Executive Committee, and affirmation by the General Council.

**Section 5.** The Executive Committee shall be the Chief-Steering body under the direction of the President.

**Section 6.** The Chairs of the Shiloh Hills Neighborhood Council committees or their designee shall report on committee activities and votes at Executive Committee meetings, and on votes and/or recommendations at General Council meetings.

## **ARTICLE XV – Bylaws**

### **Section 1. Provision for Bylaws:**

- a. This organization may approve Bylaws for the specific operation of the organization.
- b. No Bylaw shall be adopted that is contrary to the provisions of this Constitution.

### **Section 2. Vote Required:**

- a. The organization may adopt, amend or rescind any Bylaw in accordance with Article VIII, Section 2
- b. Any proposed Bylaw must be publicized in writing to the members at least 30 days prior to the time at which the vote shall be taken.

## **ARTICLE XVI – Amendments**

### **Section 1. Provision for Amendments:**

- a. When amendments to this Constitution are presented, the entire document shall be forwarded to the Bylaws Committee which must be brought to compliance with all current City of Spokane Office of Neighborhood Services policies.
- b. The Constitution with revisions shall be presented to the Executive Committee for unanimous approval to be recommended to go before the General Membership for a vote.

### **Section 2. Vote Required:**

- a. A proposed amendment(s) to this Constitution must be presented to the total Executive Committee in the form of a written motion from the Bylaws Committee at least 15 days before it is to be voted on.
- b. It shall be presented to the Executive Committee for approval; the decision must be unanimous to be recommended to go to voting by the General Membership.
- c. The organization may adopt, amend or rescind any Article or Amendment by a 2/3 majority vote of the General Membership present at a regular Council meeting after passing through the Executive Committee, Article VIII Section 2.

## **XVII. Authority and Effective Date**

### **Section 1.**

- a. This Constitution shall become effective at the next meeting following approval of the General Membership and shall supersede all previous bylaws enacted by the Shiloh Hills Neighborhood Council.

***Approved by the Executive Committee on the 14<sup>th</sup> day of May 2019***

X \_\_\_\_\_

*President, Shiloh Hills Neighborhood Council*

***Chairperson, Executive Committee***

X \_\_\_\_\_

*Vice President, Shiloh Hills Neighborhood Council*

***Vice-Chairperson, Executive Committee***

X \_\_\_\_\_

*Secretary-Treasurer, Shiloh Hills Neighborhood Council*

***Secretary, Executive Committee***

X \_\_\_\_\_

*Representative to the Community Assembly, Shiloh Hills Neighborhood Council*

***Member, Executive Committee***

***Adopted by the General Membership on the 20<sup>th</sup> day of June 2019***

***Effective on the 18<sup>th</sup> day of July 2019***

