

CENTRAL HOUGHTON NEIGHBORHOOD ASSOCIATION BYLAWS

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Article I Members

Section 1 Definition of Membership

Members of the Central Houghton Neighborhood Association (CHNA) are defined as adults (age 18 and older) living in a residence located in the Central Houghton Neighborhood Association (CHNA) boundaries, as follows:

- South: Kirkland-Bellevue city limits
- North: NE 68th/NE 70th Street
- West: Cross Kirkland Corridor Trail
(old Burlington-Northern railroad line)
- East: I-405

Businesses and institutions within CHNA's boundaries are also entitled to membership.

CHNA encourages participation by youth (17 and under) residing within the boundaries. Youth members can participate in the meetings, propose topics for discussion, and present recommendations to the CHNA membership.

Article II Meetings of Members

Section 1 Annual Meeting

The annual meeting of CHNA shall be held on a date in May of each year determined by the Board of the CHNA. The time and place of the meeting shall be set by the Board.

Section 2 Regular Meetings

The Board will meet on a regular scheduled dates and times and places designated by the President. The Board may decide to cancel regular meetings. General membership is welcome to attend all Board meetings. The meetings will be noticed per the provisions of Section 4 of this Article.

A quorum of Board members must be present for a meeting to proceed.

Section 3 Special Meetings

Special meetings of CHNA may be called by:

- the President or Vice President of CHNA
- a majority of the Board; or
- a quorum of the general membership.

These meetings can be held at any time and place designated in the written notice as described below.

Section 4 Notice

Written or printed notice stating the place, day, time, and preliminary agenda of the meeting shall be delivered not less than two (2) nor more than thirty (30) days before the date of the meeting, either personally, by mail, or by electronic mail or fax.

Section 5 Voting

Each member household or institution/business is entitled to one vote on each matter submitted to a vote of the members. All voting must be done in person; votes cast by proxy will not be counted. Youth members (younger than 18 years old) may not vote; they may, however, participate in discussions prior to voting by the membership.

Section 6 Quorum

A quorum for any meeting shall be the number of members in attendance.

A 2/3 majority of the voters present is necessary for the adoption of any matter voted on by the members.

Section 7 Rules of Procedure

The rules of procedure at all CHNA meetings shall be the rules contained in Roberts' Rules of Order of Parliamentary Procedure, as amended, so far as applicable and when not inconsistent with these Bylaws, the articles of incorporation or with any resolution of the Board.

Article III Election and Duties of the Board

Section 1 Board

The affairs of the CHNA shall be managed by the Board of the CHNA.

Section 2 Make-up of the Board

The Board of the CHNA will consist of the following Officers:

President
Vice-President
Secretary
Treasurer
Youth Member

The Officers of the Board of the CHNA will be elected at the annual meeting of the members. Youth Board members must be 16 or 17 years old and must be recommended by the other Board members and approved by the voting members.

Section 3 President

The President will chair CHNA meetings, oversee all activities of CHNA, and perform duties inherent in such office. The President is the authorized spokesperson for the CHNA. The President is responsible for filing state and federal papers, as needed, for the CHNA. The President must reside within the CHNA boundaries.

Section 4 Vice-President

The Vice-President will coordinate all media communications, act for the President in his/her absence and perform other acts as the President may direct. The Vice-President must reside within the CHNA boundaries.

Section 5 Secretary

The Secretary will take notes and track attendance for the Annual, Regular, and Special Meetings. The notes will be provided to the Officers for review following each meeting. The final notes will be available to the members.

The Secretary, working with the other Officers, will also keep all records of

CHNA and receive, collect, and preserve in an orderly manner all written, printed and visual material produced by CHNA or pertaining to the interests of CHNA.

Section 6 Treasurer

The Treasurer will receive and be accountable for all funds belonging to CHNA, pay all obligations incurred by CHNA when payment is authorized, maintain CHNA's bank accounts and render periodic financial reports.

Section 7 Youth Member

The Youth Member will help to expand participation by youth members and bring recommendations to the Board about issues, events, and activities of interest to younger residents of the neighborhood. The Youth Member also may serve other functions to assist other Board members or special projects.

Section 8 Removal

The President and Vice-President will be removed from their Board position if they move outside of the CHNA Boundaries.

Any Officer of CHNA may be removed at any time by the affirmative vote of the majority of the Board whenever in their judgment the best interests of CHNA will be served by the removal. Whenever any such removal is contemplated, the Board will notify, in writing, the Officer of the reasons for the proposed action and of the time and place of the CHNA Meeting at which the removal is to be considered by the Board, not later than 10 days prior thereto. At the meeting, the challenged Officer will be entitled to respond to the stated reasons.

Section 9 Vacancies

Vacancies to the Board will be filled by the affirmative vote of a majority of the remainder of the Officers.

Section 10 Board Meetings

Meetings of the Board are set forth in Article II.

A quorum of Board members must be present for a meeting to proceed.

Section 11 Financial Authorization

Any Officer of the Board can authorize an expenditure of up to \$25. The President or Treasurer can authorize an expenditure of up to \$250. Any expenditure over \$250 must be approved by a majority vote of the Board.

Section 12 Quorum of the Board

One-half of the Board members shall constitute a quorum. The vote of the majority of the votes entitled to be cast by the Board members present at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members.

Section 13 Amendments to CHNA Bylaws

Amendments to the CHNA Bylaws may be proposed to the Board by any member. Amendments to the Bylaws will be ratified with a positive vote of at least a 3/4 majority of the Board at an annual, regular, or special meeting of the Central Houghton Neighborhood Association, per the provisions of Article II.

Article IV Committees

Section 1 Committees

The following committees may exist under the direction of the Board:

- Public Safety
- Neighborhood Enhancement
- Land Use
- Transportation

Other committees may be established by the Board, as needed.

Section 2 Public Safety Committee

The Public Safety Committee will be concerned with issues and opportunities related to the neighborhood's safety and security, specifically child safety. It will interface with appropriate public safety agencies, when appropriate.

Section 3 Neighborhood Enhancement Committee

The Neighborhood Enhancement Committee will concern itself with issues and opportunities related to the following: parks and recreation facilities; social facilities; outreach activities; recycling; neighborhood aesthetics, noise abatement, or other similar items.

Section 4 Land Use Committee

The Land Use Committee will monitor the planning and development process as it impacts or provides opportunities for the Central Houghton neighborhood and adjacent areas.

Section 5 Transportation Committee

The Transportation Committee will monitor transportation issues, opportunities, and planning activities related to all modes of travel serving the neighborhood and surrounding communities. The Transportation Committee will interact with public agencies, as appropriate.

Section 6 Committee Assignments

As new issues or opportunities are brought to the attention of the Board, they will be assigned to existing committees, as appropriate. If an existing committee is not appropriate for a new issue or opportunity, the Board may establish a new Committee for that purpose.

Section 7 Committee Changes

Committees can be formed or disbanded by a majority vote of the Board.

Section 8 Committee Meetings

Committee meetings will be scheduled by the Committee Chair. Committee meetings are open to general membership.

Section 9 Selection of Committee Chairs

Committee chairs will be selected by a vote of the Board.