

# Hough Neighborhood Association Bylaws

## City of Vancouver, USA

(Revised January 19, 2016; Amended January 15, 2019)

### Purpose:

The Hough Neighborhood Association seeks to promote, preserve, and protect the quality of life and the welfare of the Hough neighborhood and its residents. Through the united interests of the membership, Hough Neighborhood Association addresses a variety of matters or concerns including, and not limited to livability of the neighborhood or the community in general and represents the neighborhood on such issues to the City of Vancouver.

### Boundaries:

The boundaries of the Hough Neighborhood Association include: Fourth Plain Boulevard on the north, Main Street on the east, 15<sup>th</sup> Street on the south, and the Railroad tracks, west of Lincoln Street, on the West.

### Membership:

Membership in Hough Neighborhood Association is open to all residents, property owners, business licensees, and non-profit organizations within the neighborhood boundaries.

### Public Representation of Hough Neighborhood Association:

At any time in the public's eye, any member of the Hough Neighborhood Association shall:

- a) Act as a representative of the Hough Neighborhood Association only if directed by the Hough neighborhood Association.
- b) State clearly, in advance, if an opinion or statement represents the member or Hough Neighborhood Association.

### Voting:

Every resident member 18 years or older receives one vote. Businesses and non-profit organizations may appoint one voting member, over the age of 18. Non-resident property owners receive one vote, regardless of the number of properties/units owned. Voting occurs in person, and members carry a maximum of one vote. No proxies.

### Officers:

The Hough Neighborhood Association elects four officers for the purpose of addressing Association business:

**Co-Chairs:** Two Co-Chairs act as the primary coordinators for Hough Neighborhood Association business, and serve a two (2) year term, with one new Co-Chair elected each year. The Co-Chairs shall collaborate to fulfill the duties of the Chairperson role and retain flexibility in determining or adjusting individual roles to complete tasks. Chairperson duties include:

- Preside over all meetings and activities of the Hough Neighborhood Association,
- Identify and secure speakers,
- Serve as the official spokesperson for the Hough Neighborhood Association and/or appoint a spokesperson to speak on approved neighborhood matters/positions,
- Ensure the completion of all fiduciary and documentation requirements of these by-laws and the City of Vancouver,
- Act as the primary contact for the neighborhood with the City of Vancouver,
- Attend City of Vancouver neighborhood meetings,
- Approve and coordinate (or appoint a coordinator) for all grant applications and processes.
- Conduct other Chairperson duties, as outlined in these bylaws,
- Oversee other Association business as needed.

**Secretary:** Acts as the communication custodian for all Hough Neighborhood Association business by tracking attendance at meetings, recording and keeping minutes of all Association meetings, making meeting minutes available to the membership, posting notices of meetings, and preparing correspondence for the Hough Neighborhood Association as requested by the Chairperson. Serves as newsletter editor if position not separately appointed. The Secretary serves a one (1) year term.

**Treasurer:** Maintains financial records of the Hough Neighborhood Association and accounts for all monies. Gives a quarterly treasury report at Association meetings. The Treasurer serves a one (1) year term.

#### Elections and Vacancies:

Elections shall be held each October for terms to begin in January. Co-Chairs are elected in opposite years for a two (2) year term. Co-chairs are limited to one consecutive term. All other positions can serve two (2) consecutive one (1) year terms. Office positions will be filled by candidates receiving the majority vote of the membership. Elections for vacant positions, to complete the remainder of an open position's term, may be held at any general meeting.

#### Participation and Recall:

Officers are expected to attend Association meetings and fulfill their duties. In situations where an officer will miss a meeting, the officer shall notify the Chairperson to request a pre-excused absence and take responsibility for ensuring duties are covered at the meeting. An officer may be recalled from office for neglect of duties and/or two unexcused meeting absences by a majority membership vote at either a general or special meeting.

#### Expenditures:

Any expenditure of more than \$50 must be voted on in a general or special meeting by the membership. Expenditures of less than \$50 related directly to the Association or interests of the membership may be approved by two (2) or more officers.

#### Officer Meetings:

Officer meetings may be scheduled with 24 hour notice and will be posted on a Hough Social Media Site. Officer meetings can be called by both Co-chairs or a Co-chair and one other officer. A quorum for officer meetings is two (2) officers.

#### Action Committees:

Action Committees or Teams to address specific neighborhood concerns may be appointed by the Co-Chairs or by a majority vote of the general membership. All Action Committees shall designate a Lead to report to all general meetings. Action Committees will post meeting dates online through a neighborhood social media site.

Formation of Action Committees or Teams (hereby referred to as "committees") will proceed according to the established HNA Bylaws. In addition, the formation of any committee must be documented and shared with the Board and General Membership of HNA to be considered a valid committee.

- Committees should serve in an advisory role and may represent HNA only when given specific authority to do so. Committee members with such authority should be clear as to what role they are communicating from (designated committee person or individual capacity) when discussing HNA business with stakeholders.
- Typically, committees should focus on specific items related to the neighborhood and their specific missions should be detailed in the formation document. If a committee serves a broader purpose, then individual projects taken on by the committee should be detailed in nature.
- As stated in the bylaws, committees are required to report to all general meetings via the committee Lead. Committees that do not report to two consecutive meetings (a six-month span) will be considered inactive and dissolved. Upon the completion of a committee's mission, dissolution of the committee should also be considered.

### Membership Meetings:

The Hough Neighborhood Association meets at least quarterly to discuss neighborhood business. Membership meeting dates for the following year will be set at the annual election meeting, held in the third quarter of each year. The scheduled meetings will be known as general meetings of the membership. The presiding Co-Chair for the meeting(s) shall use Robert's Rules of Order, as a guidance, and common sense to address all questions and procedures, not otherwise covered in these bylaws to govern the meeting. All decisions (except as otherwise noted in these bylaws) require a simple majority vote of the membership attending a meeting. A meeting quorum is present when attendance reaches 50% of the median attendance over the last four (4) meetings. The official report of all decisions must record both the majority and minority concerns.

In addition to addressing neighborhood business, Membership meetings provide Hough Neighborhood Association members the opportunity to come together and share concerns and dialogue around common interests. Every meeting shall provide time for open dialogue. Members with specific concerns may request a topic or issue be added to the meeting agenda by notifying the Co-Chairs in writing or by email at least 15 days prior to the scheduled General Meeting. The Co-chairs shall have the authority to determine the matters to be included in the agenda.

**Agenda:** The agenda for general meetings shall be published in the newsletter or online forum prior to the meetings. All published agendas may be subject to change. The following guides the order for meeting agendas:

- Call meeting to order
- Approve minutes of prior meeting
- Treasurer's report
- Announcements
- Old Business

- New Business
- Communications (including open dialogue opportunity for members)
- Adjourn meeting

**Special Meetings:** Special meetings of the Membership may be called by two (2) officers or ten (10) members with the minimum of two weeks' notice, providing the date, time, location, given via the Association email list, online forum, and (if possible) the newsletter. All special meetings notices shall also be posted at the kiosk located at John Ball Park as well as electronically through other means such as social media sites. Membership meeting quorum, voting, and procedure guidelines apply to special meetings.

**Open Meetings:** All meetings of the Hough Neighborhood Association, officers, or committees are open to the public, except for executive sessions permitted under RCW 42.30.110.

### Newsletter:

A Newsletter Editor (as appointed by the Co-chairs) or the Secretary publishes a newsletter at least quarterly. Contents of the newsletter shall be approved by the officers before publication. The newsletter may publicize neighborhood activities that are free and open to the general public and fundraisers for 501(c) 3 organizations.

### Funding and Grants:

Membership requires no dues or fees. Voluntary contributions, fund-raising activities, advertising revenue or other donations may be used by the Hough Neighborhood Association as desired. Except for advertising, completed in accordance with membership approved guidelines, all fund-raising activities on behalf of or under the governance of Hough Neighborhood Association must be approved by the Association membership before efforts begin. The officers (or assignees) retain the authority to solicit donations and/or sponsors for approved Hough Neighborhood Association activities.

The Hough Neighborhood Association or its Action Committees may apply for grants to finance projects, events or other neighborhood activities. Any project that needs a match of funding or volunteer time from the general membership requires approval, by simple majority, of the membership at an Association Meeting. All grant applications, on behalf of the Association, must be reviewed and approved by the Hough Neighborhood Association Chairperson before submission.

### Keeping Records and Reports:

Hough Neighborhood Association shall retain all records, correspondence, etc. pertinent to business transactions as required by the Internal Revenue Service, State of Washington, and City of Vancouver. The Secretary or other appointee shall be the Keeper of the Records, and Records may be examined by Hough Neighborhood Association members upon request.

### Amendments:

These bylaws may be amended at any general meeting with a quorum by a 2/3 majority vote. The proposed bylaw changes or amendments must be submitted in writing to the Co-Chairs no less than sixty (60) days prior to the general meeting, and must be published in the Hough Neighborhood Association newsletter and included on the next meeting's published agenda. All bylaw changes must be reported to the city within 60 days of approval by Hough Neighborhood Association.