

BYLAWS FOR THE FIRST PLACE NEIGHBORHOOD ASSOCIATION

Revised and Approved – October 2014

I. NAME

The name of the association shall be called the First Place Neighborhood Association.

II. BOUNDARIES

The Boundaries for the First Place Neighborhood Association are as defined by the City of Vancouver:

- NE 18th Street on the north
- NE 9th Street on the south
- NE 152nd Ave. on the east
- NE 145th Ave. on the west

III. OBJECTIVE

The First Place Neighborhood Association is established by residents of the First Place neighborhood in order to unite the common interests and promote the welfare of the neighborhood and its residents. The Neighborhood Association shall involve itself with a variety of the neighborhood issues including, but not limited to:

- Enhance the livability of the neighborhood.
- Address Non-Partisan issues.
- Encourage and assist in the formation of a Crime Watch program.
- Sponsor annual garage sale and social events.
- Represent the neighborhood to the City of Vancouver on general First Place subdivision issues.

IV. MEMBERSHIP

Membership of First Place Neighborhood Association is open to all residents and property owners within boundaries of the neighborhood.

V. VOTING

All members of the First Place Neighborhood Association twenty one (21) years old and older are entitled to vote. Each person is entitled to one vote and may not vote as a proxy for another person. Owners of multiple properties are not entitled to multiple votes.

Any issue voted on at general meetings must pass by a simple majority vote of the members present at the meeting except on financial or bylaw amendment issues as noted below. The current Revised Roberts Rules of Order shall be used for presentation and discussion of issues. A neighborhood-wide distributed ballot may be requested by one

quarter of the members at a meeting or at the discretion of the officers. A simple majority of votes returned determines the issue.

VI. ELECTION OF OFFICERS

Officers shall be elected annually at a general meeting held in October. The officers-elect will assume their responsibilities at the beginning of November. Elections to refill vacant positions shall occur at a general meeting whenever such vacancies occur.

- Term of Office shall be one (1) year, from the beginning of November through the end of October of the following year.
- No compensation shall be paid to the officers for their services.
- A nomination committee shall be established by August 1st to seek candidates for a new term of office.

VII. OFFICERS

The officers of the First Place Neighborhood Association shall be chairman, vice-chairman, secretary and treasurer. Two positions may be combined if necessary (e.g., secretary/treasurer or vice chairman/secretary), but there must be at least three officer positions. The officers are of equal rank and the distinction by names is for clarification of general responsibilities.

Chairman: The chairman shall preside at all meetings of the association at which he/she is present and shall exercise general supervision of the affairs and activities of the association. The chairman additionally shall be responsible for maintaining the Bylaws and operational guidelines document.

Vice-chairman: The vice-chairman shall assume the duties of the chairman during the chairman's absence and shall have such other duties as the officers determine.

Secretary: The secretary shall keep the minutes of all the meetings of the association, which shall be accurate and official record of all meetings transacted.

Treasurer: The Treasurer shall be custodian of all association financial records. Additionally the treasurer shall be responsible for receiving and distributing all monies on behalf of the association. The treasurer will not be a family member of or a resident of the same household as any other officer.

VIII. EXECUTIVE BOARD

Members of the Executive Board will include the officers. Committee chairpersons (welcoming committee, social committee, etc.) are non-voting members of the Executive Board. All officers must reside within the boundaries of the neighborhood.

IX. MEETINGS

All meetings, including board and committee meetings, are to be open meetings that any neighbor may attend. General meetings shall be held at least four (4) times per year. The

board of the Neighborhood Association must meet not less than once a quarter to discuss neighborhood business. An agenda shall be sent out at least five (5) days prior to any general meeting. Additional or special meetings may be called as needed.

X. COMMITTEES

Special committees to handle specific issues or concerns may be appointed by the officers as necessary and/or assigned on a volunteer basis.

XI. NOTICES

Notices to the membership can be by e-mail or in paper form. At least annually, members who do not wish to receive notices by e-mail will be notified of the procedure to arrange an alternate type of notice.

XII. FUNDING

Membership fees or dues shall be by voluntary contribution. Fund-raising activities, dues, contributions, contracts, grants, subscription, or other income sources may be used by the Neighborhood Association as desired.

Annually the board will present to the membership a financial budget, for consideration and approval. The board is authorized to expend funds consistent with the approved budget, including for customary basic operating and maintenance expenditures. The proposed annual budget must be published to the membership at least ten days before it will be voted on. The vote can occur at a general or special meeting, the budget must be approved by at least two thirds (2/3) of the members attending the meeting.

If the vote is by written ballot, the ballot can be distributed by e-mail or in paper form, but the returned ballot will be a paper ballot and must be signed by the member. The majority of returned ballots decides the issue. Ballots will be returned to the secretary, and will be opened and counted in the presence of at least two other members of the Executive Board and any interested members.

The board, at their discretion, additionally may commit to or expend up to \$100 in any one month up to a \$500 yearly limit, beyond the approved budget. Any other financial commitments or expenditures must be approved by the membership in advance.

The board must detail all financial commitments and expenditures in a treasurer's report at each general meeting.

XIII. OPERATIONAL GUIDELINES

The chairman shall maintain and make available an operational guidelines document for the association. This document will outline the general practices, procedures, and traditions of the association that are not of importance enough to be included in the

Bylaws. The traditions and practices in these guidelines are not binding but serve as reference for the association. The chairman shall update the guidelines with motions and voting results from any board or general meetings held during their term of office.

The guidelines document is to be reviewed yearly by the officers during their first board meeting and presented at the next general meeting.

XIV. AMENDMENTS TO THE BYLAWS

These bylaws may be amended at any general meeting by a two-thirds $2/3$ majority vote of those neighbors attending the meeting, or by a simple majority if a distributed written ballot is used. The proposed amendments must have been submitted in writing to the membership at least ten days before being voted upon. A review of the bylaws shall be done yearly by the officers and results presented at the next general meeting.