

REVISED 2017
Countryside Woods Neighborhood Bylaws

NAME – Countryside Woods Neighborhood Association (CWNA)

BOUNDARIES --

- ◆ North of 6th Street and 6th Circle (including houses on the south side of 6th Street & 6th Circle)
- ◆ South of 18th Street
- ◆ West of 162nd Avenue
- ◆ East of 153rd Avenue (including houses on the west side of 153rd Avenue)

PURPOSE

This Neighborhood Association (NA) is a permanent organization to promote, preserve, enhance, and protect the quality of life within the boundaries of the neighborhood and the community in general. The Neighborhood Association will represent this neighborhood to the City of Vancouver on general neighborhood issues. This Neighborhood Association will not enforce current codes, covenants, and restrictions in force within the neighborhood association boundaries.

MEMBERSHIP

All individuals and entities who reside or own real property within the boundary of this Neighborhood Association, eighteen (18) years of age or older are members of this Neighborhood Association. The interest of each member shall be equal and no member can acquire any interest which will entitle it to a greater voice, vote, authority, or interest in the NA than any other member.

CONDUCT OF MEMBERSHIP

At any time in the public's eye, any member of the association will (a) act as a representative of the Neighborhood Association only if directed by the association, and (b) state clearly, in advance, whether an opinion/statement is his/her own or represents the Neighborhood Association.

VOTING

To be a voting member, a resident must be 18 years of age or older. Each business or non-profit organization within the boundaries of the Neighborhood Association may designate one (1) person to be a voting member and that person must be 18 years of age or older. [NOTE: Developers and/or owners of unimproved land/lots held for resale and/or development, within the Neighborhood Association boundaries are considered a business and therefore only eligible for one vote regardless of the amount of land or number of lots owned.] No proxy votes are permitted. Voting may be by voice, show of hands, or by secret ballot as decided by the members in advance of voting.

ABSENTEE BALLOTS

Absentee votes may be prearranged with a Board Member and submitted in writing with signature. Absentee ballot must be in a Board Member's possession no later than 9:00 p.m. of the night before the meeting day. Anyone submitting an absentee ballot will be deemed present for voting purposes.

DISSENT

Adequate time and avenues for minority dissent and appeal of actions taken by the association must be provided by the Neighborhood Association. All matters may be addressed by using the Community Mediation Service, as provided by the City of Vancouver Office of Neighborhoods.

ATTENDANCE

Members will be asked to sign an Attendance Roster at every General Meeting.

OFFICERS & DUTIES

Chairperson: Act as the primary executive officer and preside over all deliberations and activities of the NA. The chairperson or officially designated alternate shall be the official spokesperson of the NA.

1st-Chairperson: To assist in all duties and perform the functions of the Chairperson in that person's absence.

2nd-Chairperson: Shall act in the absence of the Chairpersons and perform such duties as required.

Secretary: To act in conjunction with the officers and keep minutes of all NA General meetings and Board meetings, and to prepare correspondence for the NA. Shall retain all records, correspondence, etc., pertinent to business transactions as may be required. Records shall be available for examination by NA members at all General and Board meetings.

Treasurer: To maintain the Financial records of the NA, and to perform such duties as required.

Parliamentarian: To monitor the floor and enforce Roberts Rules of Order.

Newsletter Editor: Shall compile submitted articles into a newsletter format. Shall obtain 2/3 approval of Executive Board before transmitting to the City for printing. Shall arrange delivery of newsletter to all members' home/business within the Countryside Woods Neighborhood Association boundaries.

ELECTION OF OFFICERS

All individuals and entities who are voting members shall be eligible for election to the Executive Board as an Officer. Officers shall be elected every year at the summer meeting, held during the summer picnic. The terms of an Officer will have no term limits.

All officers must be elected by a two-thirds (2/3) majority vote of the voting members, either by direct vote or by absentee vote. No compensation will be paid to Officers for their services. Any candidate may be nominated by any voting member in good standing, which shall include the power of a voting member to nominate oneself. Nominees may be absent at election if that

person gives prior written consent to be nominated to a Board member prior to the meeting.

ELECTION OF MEMBERS AT LARGE

A maximum of four (4) Members At Large will serve as members of the Executive Board. The Members At Large are neighborhood association members elected to serve on the Executive Board representing the general membership on a variety of issues. The Members At Large will be elected at the same time the Officers are elected. All individuals and entities that are voting members shall be eligible for election to the Executive Board as a Member at Large. The term of a Member at Large will have no term limits. Members At Large must be elected by a two-thirds (2/3) majority vote of the voting members, either by direct vote or absentee vote. No compensation will be paid to Board Members for their services. Any candidate may be nominated by any voting member in good standing, which shall include the power of a voting member to nominate oneself. Nominees may be absent at election if that person gives prior written consent to be nominated to a Board member prior to the meeting.

EXECUTIVE BOARD & DUTIES

The Executive Board shall consist of not more than eleven (11) or fewer than five (5) members: a chairperson, a treasurer, and 3 members at large.

The Executive Board shall be composed of the Officers of the Association and Members at Large. Each member of the Executive Board shall have one vote. The Executive Board may act on behalf of the Neighborhood Association as necessary and meet to conduct the activities of the Neighborhood Association.

The Executive Board will attend all General Meetings and Board Meetings. All absences must be reported to a Board member prior to the meeting date. The Executive Board will transact Neighborhood Association business, approve all monies spent (grants, contributions, etc., if applicable), create committees and task forces, approve all work done by committees and task forces, and publish newsletters (including a Website) for distribution to NA members.

REMOVALS & VACANCIES

Any Member of the Executive Board may resign office at any time, provided that such resignation is declared in writing and will take effect from the time that declaration is delivered to any Chairperson. The Executive Board may declare the seat of any elected Executive Board member vacant if that member is absent from three (3) consecutive meetings of the Board without cause deemed sufficient by the Executive Board. In the event of any vacancy, the Executive Board may fill the vacancy by selection of a qualified member and subsequent approval by a vote of not less than 2/3 of the sitting Board.

MEETINGS

The Executive Board of the Neighborhood Association must meet not less than twice a year to discuss neighborhood business. Executive Board meetings shall

be open to any Neighborhood Association member but only Executive Board members will have voting privileges at Executive Board meetings.

A General Meeting of the Neighborhood Association membership shall be held not less than twice a year. Other meetings may be called by the Executive Board as necessary. An agenda shall be published and distributed to every household in the NA a minimum of seven (7) days prior to any general meeting. All matters brought to a vote for decision in the General Meeting needs a two-thirds (2/3) majority vote of the voting members to pass, either by direct vote or absentee vote. The official report of all decisions shall record both majority and minority concerns.

Special meetings: Either Executive Board or General meetings may be requested by any member. Special meeting requests must be submitted to the Executive Board at least thirty (30) days before the Special Meeting date. Notice of any Special General Meeting shall be given to the Neighborhood Association Membership at least seven (7) days in advance. Notice of any Special Executive Board Meeting shall be delivered to the residence of record of each Board member at least seventy-two (72) hours prior to the day of the Special Meeting.

COMMITTEES

Task force and/or advisory committees will be created by the board by a 2/3 vote of the sitting Board as it is deemed necessary. Committee Leads shall be appointed by the Executive Board. A minimum of one Board Member shall attend all committee meetings. Any Executive Board member, as appointed by the Chairperson, shall be an ex-officio member of any committee. The Executive Board will be notified in a timely manner of the committees/task forces meeting times and places.

FUNDING

NO DUES WILL BE REQUIRED OF MEMBERS. Voluntary contributions, contracts, grants, and/or fund-raising activities may be used by the Neighborhood Association as desired. Customary basic operating expenditures require 2/3 approval of the sitting Executive Board. An audit of the CWNA financial records will occur when the person holding the Treasurer Office changes. The Executive Board can call for an audit when it is deemed necessary with a 2/3 majority vote.

CWNA Bank Account. The Executive Board (EB) must approve the opening and closing of the CWNA Bank Account. Deposits may be made by any EB Member, but all checks must have 2 signatures to be valid. Signers on the Bank Account will be the current Chair, Treasurer, and 1st Chair, unless EB determines otherwise. Signers on the Bank Account will be changed within 14 days of election of new Chair, Treasurer, or 1st Chair. Expenses will be reimbursed by the Treasurer within 14 days of full documentation of receipt(s). If the Treasurer reimburses an amount different from the receipt(s) submitted, a written explanation of the difference will be made by the Treasurer to the Board Member and a copy retained in the books and records.

BI-LAW AMMENDMENTS

These bylaws may be amended at any general meeting by a two-thirds (2/3) majority of the voting membership. The proposed amendments must be submitted in writing to the Executive Board no less than thirty (30) days prior to the next General Meeting. The entire Neighborhood Association membership will be notified of the proposed amendments no less than seven (7) days prior to the General Meeting.

NEWSLETTER

The newsletter shall be published at least twice per year. Electronic posting of the Newsletter, Meetings, and Meeting Notes or Minutes may be posted on Nextdoor.com.

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall govern in all cases in which they are not in conflict with these Bylaws.

DISSOLUTION OF ASSOCIATION

The Neighborhood Association may dissolve itself by taking a vote in the same fashion as any issue is to be decided. Any remaining NA funds (if applicable), will be donated to The City of Vancouver Office of Neighborhoods after association debts are paid.

Chairperson, Joan McConnell

Date

NOTE:
Revised August 2004
Revised October 2009
Revised March 2012
Revised February 2017