

BYLAWS FOR THE LINCOLN NEIGHBORHOOD ASSOCIATION

Vancouver, Washington

I. NAME

The name of this association shall be the Lincoln Neighborhood Association, LNA.

II. OBJECTIVE

The Lincoln Neighborhood Association is established by the residents of the Lincoln Neighborhood in order to unite the common interests and promote the welfare of the neighborhood and its residents. The Neighborhood Association shall concern itself with a variety of problems including, but not limited to, matters affecting livability and quality of life in the neighborhood and community in general.

III. BOUNDARIES

a. The boundaries of the Lincoln neighborhood association are:

North: East side of Burlington Northern Railway tracks to 44th Street to Lincoln to 45th Street to Franklin to 46th Street to Pacific Ave.. Continuing east on the City of Vancouver northern boundary through Kiggins Bowl Parking lot to Interstate 5;

East: Interstate 5 to 39th Street, West on 39th Street to Main Street, south on Main Street to Memorial Campus alleyway (East entrance).

South: Alleyway between 33rd and 34th Street from Main Street to the east side of Burlington Northern Railway tracks.

West: East side of Burlington Northern Railway tracks going north to 44th Street.

IV. MEMBERSHIP

The membership of the Lincoln Neighborhood Association is open to all residents, including renters, property owners, business licensees, and non-profit and public organizations within the boundaries of the neighborhood.

A. Conduct of Membership:

1. Whenever in the public eye, and representative of the LNA shall state clearly, in advance, whether an opinion or statement is his/her own or is spoken on behalf of the LNA.
2. Any opinion expressed on behalf of the LNA shall have been first discussed with and approved by the Executive Board.
3. Any position statement shall have been discussed before the general membership and a vote taken. Recording will document the vote, dissensions, and a brief description of the opposing view presented, if any.
4. Any representative of the LNA shall conduct oneself honorably, respectfully, and in no way cause damage to the credibility or reputation of LNA.

B. Voting:

All members, eighteen (18) years or older, are entitled to one (1) vote but must reside inside the LNA boundaries. No proxies. For any vote that results in a tie vote, a brief discussion and another vote will be taken immediately. If there is a second tie vote, then the vote will be decided by the flip of a coin. Voting may be by voice vote, show of hands, or secret ballot as decided by the membership prior to the voting or elections.

C. Meetings:

The LNA Executive Board and General LNA Meetings must meet a minimum of four (4) times a year, preferably quarterly such as January, April, July, and October. Emergency meetings may be called by the Executive Board.

All decisions must be reached by majority vote or the consensus of the membership attending the general meeting providing a quorum is present. A quorum shall be two-thirds (2/3) of the membership attending and two

(2) elected officers. The official report of all decisions must record both the majority and minority concerns.

D. Agenda Order:

Guidelines for the order of meeting agendas shall follow Robert's Rules of Order, i.e.,

Call Meeting to Order

Approval of General Meeting Minutes as Published in LNA Newsletter

Treasurer's Report

Police and City Liaison Report

Old Business

New Business

Guest Speaker(s)

Adjourn Meeting

Guest speakers shall be scheduled and planned for with consideration given to topic, timeliness, and meeting schedule.

V. OFFICERS

Officers shall be an active* member of LNA and consist of Chairperson (Co-Chair Person), Vice-Chairperson, Secretary, Treasurer, Parliamentarian. The above officers shall preside over all general membership meetings of the LNA.

The duties of each officer shall be, but are not limited to, the following:

A. Chairperson or Co-Chairperson:

Responsible for the overall leadership of the Board and general membership. Sets the agenda and facilitates meeting. Because of the

magnitude of responsibility this position may require, the membership may opt for Co-Chairpersons during election of officers and have responsibility and authority shared equally.

B. Vice-Chairperson:

Assists the Chairperson. In the absence of Chairperson, the Vice-Chairperson conducts the meeting and exercises all the usual duties of Chairperson.

C. Secretary:

Records the minutes of all the association's public and executive meetings and makes sure the copies of minutes, agendas, and other neighborhood association records are available for the Board and Public. Maintains attendance records and has available at each meeting.

Correspondence** shall generally be written by the Executive Board member or occasionally a member designated by the Chairperson and approved by a simple majority of the Association, or in the event of time constraints, by a quorum of officers. Copies of any correspondence produced on behalf of the LNA shall be provided for the Secretary to maintain historical records.

D. Treasurer:

Responsible for the funds of the neighborhood Association. The Treasurer shall keep accurate records of all monies received and disbursed. The Treasurer will be responsible for providing a monthly accounting of current account balances. This position may be combined with the position of Secretary when necessary and on approval of the membership.

E. Parliamentarian:

Maintains a copy of the LNA Bylaws and a copy of Robert's Rules of Order and has them available at any meeting. Provides procedural guidelines for

general meetings and will be called upon when a point of order is breached or in question.

F. The officers of the LNA shall together perform these duties:

1. Conduct general meetings;
2. Provide notification of future meetings;
3. Direct all formal and informal inquiries to an appropriate LNA Task Force;
4. Keep a resource file and when term expires, resource files shall be passed on to the successor.

G. Officer chairmanship:

An officer of LNA will not hold Chair in any LNA Task Force. Exceptions are subject to availability and approval by the membership.

H. Election of Officers:

Officers shall be elected annually, with no term limit, and take office at the end of the general meeting in April. Nominations will be taken in March and published for the April meeting. For any election that results in a tie vote, a brief discussion and another vote will be taken immediately. If there is a second tie vote, the election will be decided by the flip of a coin.

I. Vacation of an Office:

- a. Should an office be vacated due to illness or other unavoidable circumstance, the membership shall hold an emergency election at the next general meeting. Elections to fill vacant positions shall be held whenever such vacancies occur, waiving the rule of nomination and one month wait for election.

(*Active member under Officers defines one who is expected to be in attendance at a greater percentage of meetings of the membership and Executive Board. If the

Officer's time and participation becomes compromised to the point of no longer being an effective officer and leader, they should offer or may be called upon by the Executive Board to resign the position in favor of a candidate who can fulfill the duties and responsibilities ascribed to the position.

****Formal correspondence will be signed by both the Chair and Vice-Chairperson. Examples of this would be a position statement or contract/agreement entered into by the LNA. Informal correspondence may be signed by a Task Force Chairperson, either the Chair or Vice-Chairperson. An example of this would be a letter requesting donations for an event or letters of inquiry about an issue of neighborhood concern.)**

VI. EXECUTIVE BOARD

Members of the Executive Board will include the Officers and the Newsletter Editor, Newsletter Distribution Coordinator, and Task Force Chairpersons.

A. Meeting Frequency:

The Board must meet no less than quarterly such as January, April, July, and October to discuss neighborhood business, unless there is consensus that a meeting is not needed for the designated month. All major decisions made by the Board must be confirmed by a majority vote of the membership attending the general meeting, providing a quorum is present. (refer to IV Membership, C.)

B. Responsibilities of the Neighborhood Association Executive Board:

1. Planning for the organization; where it will go, what it will do, how to accomplish goals.
2. Organizing the Association; who will do what, what resources will be needed.
3. Directing the efforts of volunteers;
4. Evaluating the work as well as the Association;
5. Neighborhood Communication: Be responsive to the neighborhood, seek input from people who aren't actively involved in the Association, keep people informed about what the Association is doing;
6. Public Relations: develop a positive image in the community for the neighborhood and the LNA;

7. Resource Development: Identify and solicit resources, active members, financial support, meeting space, supplies, etc.

VII. TASK FORCES

Task Forces to address specific needs may be created by the Executive Board. These may include:

- i. Transportation;
- ii. Disaster Preparation and Public Safety;
- iii. Land Use, Zoning, Open Space, and Parks;
- iv. Others, as needed

VIII. BYLAWS ADOPTION AND AMENDMENT

These Bylaws may be adopted or amended at a general meeting by a 2/3 vote, the proposal having been published previously in the newsletter. Following approval, the text will be reported to applicable City staff.

IX. FUNDS

- A. Voluntary dues, contributions, grants, or fund-raising activities may be used by the neighborhood association as desired. Dues shall not bar any resident/property owner from voting. Funds will be kept under the name of the Association in a nearby financial institution
- B. Signature authority shall be established for the account with no less than three (3) elected officers of the neighborhood association.
- C. Signature requirements on the account shall be at least two (2) signatures to authorize disbursement of any neighborhood association funds.
- D. Checks or disbursements will not be issued without proper documentation of expense.
- E. Checks for reimbursement may not be signed by the Payee.
- F. Expenditures in excess of \$50 must be discussed and approved by the general membership, except when previously approved as a budgeted item.
- G. Annual audit of the treasurer accounts shall be signed off by an independent person and completed by the 31st of March of any given year.

X. DISSOLUTION

The Association may dissolve itself by taking a vote in the same fashion as any issue to be decided. Any balances of funds shall be first applied to any outstanding debts. Should there be funds remaining, the membership will vote on the dedicated dispersal to any Lincoln project, i.e., a tree in the park.

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These governing Bylaws have been amended and approved by the general membership and Officers of the Lincoln Neighborhood Association this 12th day of January, 2009.

Jenny Brown

Chairperson

none

Co-Chairperson

Diane Howard

Vice-Chairperson

Kip

Secretary

Cynthia Thornton-Tang

Treasurer

none

Parliamentarian
