

BYLAWS OF Walnut Grove Neighborhood Association

Approval Date July 8, 2021

ARTICLE I

Name

The name of this association shall be Walnut Grove Neighborhood Association.

ARTICLE II

Functions

Neighborhood association is a private organization and is not considered an agency or appendage of the City. The responsibilities of Walnut Grove Neighborhood Association include, but are not limited to:

- a. Becoming a self-sustaining organization that will further the purpose and intent of this chapter.
- b. Making a good faith effort to recruit a diverse and representative group of residents, property owners, and business and non-profit representatives to participate in and perpetuate the governance and operation of the neighborhood association.
- c. Providing effective community participation in government.
- d. Providing community input on the efficiency and effectiveness of the city's delivery of services.
- e. Establishing and following clear processes for reporting the association's position on matters affecting their respective neighborhoods to the city.
- f. Assisting city staff in determining priority needs affecting the quality of life for the neighborhood and the overall community;
- g. Undertaking and managing projects to benefit the neighborhood association as may be agreed upon by the neighborhood association membership or contracted with the city and/or other public agencies.
- h. Maintaining current board rosters and providing the Office of Neighborhoods with the names and addresses of each of the officers on their board who will receive all notices and other mailings from the city.

ARTICLE III

Boundaries

The boundaries of Walnut Grove Neighborhood Association shall be as follows:

North Boundary: NE 63rd street (south side) of street between Andresen road (east side) to the (west side) of I-205.

West Boundary: NE Andresen Road (east side) of street between NE 63rd street (south side) and NE 51st street (north side).

East Boundary: I-205 (west side) between NE 63rd street (south side) to NE 58th street (north side) of street; and NE 82nd Ave (west side of street) between NE 58th street and NE 51st street (north side of street).

South Boundary: NE 51st street (north side) between Andresen road (east side) of street to NE 82nd Ave. (west side) of street (NE Andresen road and NE 51st street do not intersect); and NE 58th street between NE 82nd Ave (northwest side of street) and (west side of) I-205.

ARTICLE IV

MEMBERSHIP and VOTING

The membership of the Walnut Grove Neighborhood Association shall include all residents, property owners, business licensees, and representatives of non-profit organizations within the neighborhood boundaries. All members of the neighborhood association may actively participate in neighborhood events, activities and meetings exercising voting rights pursuant to the bylaws, without regard to race, national origin, religion, sex or physical ability.

Any individual residing in a household that is at least 18 years of age or older. Businesses and non-profit organizations will count as one vote.

Proxies are not allowed. Members must be present to have their vote count.

Method of voting will be determined at each meeting.

□ ARTICLE V

Accountability

The Walnut Grove Neighborhood Association shall abide by the Washington State laws regulating open meetings and public disclosure to all information not protected by the right of personal privacy.

The Walnut Grove Neighborhood Association shall be accountable to the membership of the neighborhood which they represent. They shall be responsible for notifying the membership about meetings, elections, and other association events. All meetings of a neighborhood association or its board shall be open to the public. A neighborhood association shall make a good faith effort to seek the views of the people affected by proposed policies or actions and shall consider all proposed options before adopting any final recommendations or actions. Officers will serve as liaison between city staff and the neighborhood association and shall be elected by the neighborhood association membership.

When addressing any issue or proposed city action, the Walnut Grove Neighborhood Association will provide the general membership the ability to register support or opposition to the issue including, but not limited to holding of special meeting if necessary to address such issue or action. When the association presents its official position on an issue or proposed action to the city, it shall identify the date of the general membership meeting, and the vote tally for and against the position asserted by the recorded and transmitted along with any recommendations made by a neighborhood association by the city.

The consensus view of a dissenting minority or minorities on any issue considered shall be recorded and transmitted along with any recommendations made by a neighborhood association by the city.

ARTICLE VI

Officers/Officers Duties

Chair/President: 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.

Vice-chair: The Vice-Chair shall assist the Chair/President in all duties and perform the functions of the Chair in his/her absence.

Secretary: The Secretary shall keep the minutes of all of the Association's public and Board meetings and notify members of meetings and activities in advance. The Secretary shall be

responsible for maintaining all non-financial records and reports, as well as maintaining sign-in sheets at all neighborhood meetings.

Treasurer: The Treasurer shall be responsible for receiving and disbursing all monies on behalf of the Association; maintaining all financial records of the Association; and preparing periodic reports of financial matters to present to the Board at all neighborhood meetings.

ARTICLE VII

Election of Officers

Elections of Officers shall be held every 2 years.

President and Secretary elected on even year. Vice President and treasurer elected on odd year. Vacancies to be filled by election.

ARTICLE VIII

Funding

There shall be no membership fees, and shall not bar any resident from neighborhood association membership or voting privileges. Voluntary dues, contributions, contracts, grants or subscriptions may be used by a neighborhood association as provided for in the neighborhood association's bylaws, as well as any applicable public funding requirements. Association funds shall be kept in the custody of the Treasurer in account(s) at a bank, savings and loan association, or credit union as the Board shall direct, except as otherwise authorized by the Board.

ARTICLE IX

Meetings and Quorum

Meetings shall be held quarterly. Date to be determined.

A quorum shall consist of no less than 3 Officer's and no less than 4 Association members.

Decisions will be made by a majority vote. The meetings shall be governed by Robert's Rules of Order.

ARTICLE X

Committees

Committees will be designed by the Board Officer's. At such time the Officer's will appoint individuals to perform the necessary duties of the committee. Committees will report to the board. The duration of a committee will be determined by the board.

ARTICLE XI

Amendments to the Bylaws

Any Bylaw change must be presented at a meeting. Presented to the membership via meeting minutes and presented at the next meeting to be voted on by all members in attendance of the meeting.