



EMERALD LANDING

Name

The name of this association shall be Emerald Landing Neighborhood Association.

Purpose/Function

The Emerald Landing Neighborhood Association is established by the residents of the neighborhood to promote the common interests and welfare of the neighborhood and its residents and business owners. The Emerald Landing Neighborhood Association shall concern itself with a variety of community issues and challenges, including but not limited to matters affecting the quality of life in the neighborhood or community in general.

Boundaries

The boundaries of Emerald Landing Neighborhood Association shall be as follows:

North Boundary: NE 18th Street

West Boundary: NE 136th/138th Ave.

South Boundary: Mill Plain Blvd.

East Boundary: SE Hearthwood Blvd from Mill Plain north to SE 1st St; west on SE 1st/NE 4th St to the east line of the Village at Evergreen Landing subdivision; north along the east line of the Village at Evergreen Landing Subdivision to NE 9th St., continue north along the west line of the Evergreen Airpark Plat; north to SE 138th Ave.

Membership & Voting

Membership

The membership of the Emerald Landing neighborhood association shall include all residents, 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 these bylaws, without regard to race, national origin, religion, sex or physical ability. At any time in the public's eye, any member of Emerald Landing will act as a representative of Emerald Landing only if directed by the Officers of Association after a vote of the general membership. Said member will state clearly, in advance, whether an opinion or statement is their own or represents Emerald Landing.

The association will make 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.

Voting

Members must be 18 years or older to vote. Members must attend the previous Neighborhood Association meeting to be included in the vote at the current meeting. Votes are counted as one (1) per eligible member.

Proof of age, residency or business license within the neighborhood boundaries must be collected by the Co-Chair Secretary prior to voting. Voting will take place by way of a verbal account or raising of hands to be counted; decisions will be made by majority rules as long as a quorum is met.

Quorum

A quorum is defined as four (4) total voters, one (1) of which must be an Officer and one (1) of which must be a Steering Committee member.

Accountability

The Emerald Landing 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 Emerald Landing Neighborhood Association will 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. The association will establish and follow a clear process for reporting the association's position to the city on matters affecting the neighborhood. 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.

Meetings

Meetings shall be held a minimum of once a quarter, with the option for special meetings, as deemed by the Board or Steering Committee.

Officers, Steering Committee & Duties

Officers

Co-Chair Leader

The Co-Chair Leader shall preside at all meetings of the Association at which they are present and shall exercise general supervision of the affairs and activities of the Association. The Co-Chair Leader will run each meeting and lead any community events. They will work with the Co-Chair Secretary to notify members of meetings and activities in advance.

Co-Chair Secretary

The Co-Chair Secretary shall preside at all meetings of the Association at which they are present and the Co-Chair lead is absent; and shall exercise general supervision of the affairs and activities of the Association. The Co-Chair Secretary shall keep the minutes of all the Association's general membership and Steering committee meetings. They will work with the Co-Chair Leader to notify members of meetings and activities in advance. The Co-Chair Secretary shall be responsible for maintaining all non-financial records and reports, as well as verifying proof of addresses 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 Steering Committee and the general membership.

Steering Committee

Steering Committee

The Steering Committee shall be composed of all Association members who commit to meeting once a quarter for Steering Committee meetings and/or once a quarter for Neighborhood Association meetings. All decisions made by the Steering Committee are subject to confirmation at a meeting of the general membership. All Steering Committee meetings are open to the public but only members of the Steering Committee are allowed to vote at these meetings. All officers are members of the Steering Committee.

Election & Removal of Officers

Elections

Elections of Officers shall be held every two (2) years. Vacancies between terms to be filled by election when the vacancy occurs. There will be no maximum number of terms served.

Removal

If a member of Emerald Landing Neighborhood Association wishes to remove an officer or Steering Committee member, they must submit a written complaint to the Steering Committee. The other officers and the Steering Committee may make a recommendation to the general membership to vote on removal of the Officer.

Grievances

Complaint

A member of the Association feels they have been adversely affected by an action or decision made by Emerald Landing Neighborhood Association may submit a written complaint to any Officer. Such complaint shall be provided in writing within ten (10) days of the meeting where such action or decision took place, and will include a suggested remedy.

Resolution

Within ten (10) days of receipt of the complaint, at least one (1) of the Officers and two (2) Steering Committee members shall arrange with the complainant a mutually acceptable place (virtual or physical), day and hour for a review of the complaint by the Steering Committee. After review a Steering Committee member or an Officer will provide in writing a resolution, and/or action to the complainant within ten (10) days.

Final Resolution

The complainant then has five (5) days to either accept or reject the resolution. If the Steering Committee and Officers are unable to resolve the grievance, then the final resolution of the complaint will be decided during a Special Meeting by a vote by all members present. The Officers shall be obliged to call this meeting to be held within thirty (30) days. At the Special Meeting an impartial member of the Association shall be asked to oversee the voting process as described in these bylaws.

Committees

Special committees may be appointed by the Steering Committee. One person must volunteer to serve as the Chairperson of the special committee. The Chairperson of the special committees shall serve as the leader of the special committee. They will report on the status of the committee during quarterly Neighborhood Association meetings. They will answer questions on behalf of the special committee during Neighborhood Association meetings.

Funding

Membership fees shall be voluntary and shall not bar any resident from neighborhood association membership or voting privileges. Voluntary dues, contributions, contracts, grants or subscriptions may be used by the neighborhood association, as well as any applicable public funding requirements.

Amendments to the Bylaws

Amendments to the Bylaws must be read and discussed in a meeting and voted on in the following meeting. A special meeting may be scheduled to complete the bylaw amendment vote. The amendment must be submitted in writing to the Co-Chair Secretary before the meeting to be added to the agenda.