

**BY-LAWS
THE BROADVIEW COMMUNITY COUNCIL**

Created 10/19/1987
Amended 11/16/87
Amended 10/89
Amended 2/95
Amended 1/13

ARTICLE I: NAME

The name of this organization shall be the Broadview Community Council.

ARTICLE II: PURPOSE

1. To define and establish appropriate action on problems of concern to the community, through providing a public forum for the discussion of the pertinent issues.
2. To establish and maintain communication within the community relating to the areas of concern and community action.
3. To establish and maintain communication with governmental bodies and agencies that relate to the community.
4. To publicize, support, or oppose any action, governmental or otherwise, that affects the community or its members and inform the appropriate body of the community concern.
5. To perform the role as official voice for the community in dealing with the appropriate organizations.
6. To join with other community organizations on issues of mutual concern.

ARTICLE III: GEOGRAPHIC AREA

1. This organization shall serve approximately that area of the city of Seattle which is within the following boundaries:
Puget Sound on the West, 145th St. on the North, Aurora Avenue N. on the East and on the South 105th St. to Holman Road to 8th Ave. NW to Carkeek Park.

ARTICLE IV: MEMBERSHIP

1. Membership:
 - a. Membership shall be open to all individuals 18 years and older within the Broadview Community area, as established by residence and /or ownership. Up to two persons per household may be considered one membership. Each business, private or public organization, institute or agency may have one membership.
 - b. Only members verified by the membership list shall have the right to vote. Each membership shall have one vote. Members must be on the membership list previous to any meeting in order to vote.
 - c. Voting by proxy is not permitted. When there are specific motions in the meeting notice, absentee ballots on the motions will be accepted at the meeting.
2. Dues:
 - a. The annual membership dues shall be set by the Council Board. Dues are payable in January of each year or when applying for membership.
 - b. Sources of income in addition to membership dues may be accepted upon approval of the Council Board.
3. Membership Meetings:
 - a. There shall be an annual meeting of the Council in January each year. The date, time, place and purpose of the annual meeting shall be determined by the Council Board. Subsequent meetings may be designated at each meeting. There shall be at least one meeting per quarter.

- b. Special meetings of the Council may be called by the Council Board for the purpose of providing a public forum on the issues within the scope of the Council's purpose. Special meetings may be called by the President, a majority of the Council Board, or not less than 5% of the members.

4. Quorum

- a. At the annual meeting all those meeting the requirements of ARTICLE IV may vote. Currently paid dues members shall be given written notice of the annual meeting.
- b. At all meetings a quorum shall be a majority or consensus of those present and eligible to vote.

ARTICLE V: COUNCIL OPERATIONS AND FUNCTIONS

- 1. The Broadview Community Council shall consist of its members meeting and voting in a public forum on the issues within the scope of the Council's purpose. The Council shall be assisted by the officers and a Council Board elected by the membership.
- 2. The Council may, by majority vote of members present and voting, form a position to support, propose, or oppose any action on any issue within the scope and the purpose of the organization.
- 3. The Broadview Community Council may participate in elections for public office through providing a forum for information on issues and candidates. The Council Board shall be responsible for providing guidelines.
- 4. The Broadview Community Council shall not directly or indirectly participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- 5. No Officer or member of the Council shall present themselves as representing the Council unless authorized to do by the Council or the Council Board.

ARTICLE VI: THE COUNCIL BOARD

- 1. The Council Board shall consist of the President, Vice President, Secretary, Treasurer and six members. Each representative shall serve for one year. Three of the Council Board members shall be the standing committee chairpersons for Communications, Membership and Planning Committees. When possible, the Board members shall be from different areas of the community.
- 2. Elections
 - a. A nominating committee of 3 members shall be elected by the Council Board in the September Board meeting.
 - b. Nominations shall be made at the October meeting. Nominations may also be made from the floor with the consent (in writing if the party is not present) of the person nominated. Elections will be by mail in ballots sent to the membership by November 30.
 - c. Elections shall be by plurality.
 - d. In the event a vacancy shall arise, the Council Board may elect a replacement to serve out the unexpired term.
 - e. The Council Board shall elect the standing committee chairpersons from the non-officer members of the Council Board.
- 3. Council Board Powers and Functions
 - a. The Council Board shall meet at least bi-monthly.
 - b. The management of all affairs, property, and interest of the Council shall be vested in the Council Board.
 - c. The Council Board may establish ad hoc committees from time to time to study and report on the issues of concern for the public discussion and action by the Council.
 - d. The Council Board may authorize the Communications Chairperson to prepare a paper of concern to the community, and arrange for a mail ballot in lieu of holding a special meeting.

- e. The Council Board may authorize various surveys and questionnaires of the community to determine needs and issues of concern.
 - f. The Council Board shall approve all committee appointments.
4. The President:
- a. The President shall preside at all Council Board and Council meetings and shall serve as chief executive, coordinating all programs and business of the organization.
 - b. The President shall see that an agenda is prepared for all meetings.
 - c. The President shall represent the Council before governmental bodies, agencies and/or public entities to present positions voted on by the Council. The President may assign the representation responsibility to the Vice President or other member as appropriate or the Council may designate such representation by majority of those voting.
5. The Vice President:
- a. The Vice President shall assume the duties of the President during the absence or disability of the President, and shall carry out such other duties as the President or the Council Board may direct.
6. The Secretary:
- a. The Secretary shall prepare notices for all meetings for the newsletter.
 - b. The Secretary shall maintain a permanent file of all minutes, unfinished business, and records utilized in the business of the organization.
 - c. The Secretary shall record the minutes of each meeting.
 - d. The Secretary shall be in charge of all correspondence.
7. The Treasurer:
- a. The Treasurer shall have joint custody with the President and Vice President of all moneys and securities of the Council, and shall keep regular books of account. Checks must be signed by either the Treasurer or the President or in the President's absence by the Vice President.
 - b. The Treasurer shall receive all dues, maintain accounting records, receive and disburse funds, and provide a financial report at the annual meeting. The Council Board shall establish financial control procedures sufficient to assure that funds are safeguarded from mishandling.
 - c. The Treasurer shall report at each Council Board meeting on the current expenses and balance of funds.
8. The Communications Committee:
- a. The Communications Chairperson and committee shall be responsible for the preparation, publication and distribution by mail or in electronic format of an official newsletter or website, to be published or updated at least quarterly. The Council Board may designate other related duties.
 - b. The Communications Chairperson shall work with all committees to enhance communication with the whole community on the various issues under study.
9. The Membership Committee:
- a. The Membership Chairperson and committee shall maintain a general membership list.
 - b. The Committee shall act to encourage the maximum active membership.
10. The Planning Committee
- a. The Planning Chairperson and committee shall be responsible for coordinating community planning related activities.

ARTICLE VII: AMENDMENTS

1. These by-laws may be amended after proposed amendments of the by-laws have been distributed to voting members of the Council thirty (30) days before the scheduled meeting when such amendments are to be voted upon.
2. The by-laws may be amended at such meetings of the Council by a majority of the members voting.

ARTICLE VIII: DISSOLUTION

In the event the Council can no longer operate due to lack of interest or active participation of the community, or that it can no longer fulfill its purpose, the Council Board shall have the authority, by two-thirds majority vote, to dissolve. Any remaining assets shall be donated to the charity or nonprofit organization selected by the majority vote of the Council Board.

ARTICLE IX: RULES OF ORDER

The rules contained in "Robert's Rules of Order Revised" shall govern in all cases in which they are not inconsistent with the by-laws.