

West Hill Community Council Bylaws

Article I: NAME/PURPOSE

Section A: Name

1. The name of the organization shall be the West Hill Community Council.

Section B: Purpose

1. The West Hill Community Council shall be a non-profit organization whose purpose is to preserve, protect and improve the West Hill neighborhood in accord with the wishes of the community. The West Hill Community Council shall provide leadership in the investigation of community needs and the necessary funding, communicate with governmental agencies in an effort to represent the interest of the community, and cooperate with other organizations and persons having the best interests of the community at large as its purpose and focus.

Article II: MEMBERSHIP

Section A: Composition

1. The West Hill Community Council is a voluntary organization composed of individuals, business, government organizations and the school district. Members must reside, own property, own a business, be an individual who is authorized to represent an organization or governmental agency within the boundaries of the West Hill Community as defined in Article III.

Section B: Individual and Organization Membership

1. Individual Membership shall be open to all individuals interested in the purpose of the West Hill Community Council and who meet the requirements cited in Article II, Section A-1.
2. Organization memberships shall be open to all interested establishments, such as business, schools, churches or non-profit groups, which maintain facilities within the West Hill Community boundaries, or others as shall be authorized by the Board of Directors. Each organization shall be entitled to one vote at the annual quarterly meeting.

Section C: Voter Qualifications

1. Voting for members of the Board of Directors, or any other official issue shall be open to any person who is at least 18 years of age on the day of the election. Proof of eligibility to vote, as defined under Article II, Section B, 1 and 2 will be required.

Section D: Prohibition Against Discrimination

1. The West Hill Community Council shall not discriminate based on race, color, religion, sexual orientation, disability, national origin, income, or political affiliation.
2. Deny any member or organization representation on the West Hill Community Council without cause.
3. Deny any member an opportunity to participate in any program provided by the West Hill Community Council.
4. Deny any member the opportunity to serve as an officer of the Board of Directors, or as a member of any committee of the West Hill Community Council.

Article III: BOUNDARIES

Section A: The West Hill Community consists of all or portions of the following unincorporated neighborhoods: Bryn Mawr, Campbell Hill, Earlington, Hilltop, Lakeridge, Panorama View, Skycrest, and Skyway. West Hill is bordered by the Renton city limits to the south and southeast, Seattle city limits to the north and west, Tukwila city limits, to the west and south.

Article IV: MEETINGS

Section A: Quarterly Meetings

1. Quarterly meetings shall be held the 3rd Tuesday in January, April, July and October.
2. The purpose of these meetings are to report and inform the West Hill community of current events and pending items of importance.
3. Meeting notices shall be posted at the Skyway Library and visible locations through out the area thirty (30) days in advance of the meeting.
4. The West Hill Community Council shall provide and allow time for open and sincere public input or comment on topics pertinent to the community. Written public comments are welcome and will be addressed promptly.

5. Special Meetings may be called by over 50% majority of the Board of Directors.

Section B: Election of Board Members-April Quarterly Meeting

1. Eleven (11) at-large Directors shall be elected by the majority vote (over 50%) of the eligible voters (see 3-a below). The terms of office are staggered: Five (5) Directors elected even years and six elected in odd years.
2. Each year after installation of the new directors the election of Executive Officers shall take place. Terms of office start on installation and last till the next April.
3. The Board of Directors shall appoint an Election Committee of three (3) members of the West Hill Community. They may not be candidates or their family members.
 - a. The Chair of the Election Committee shall place the names of candidates who are eligible: must live or own property in the West Hill area and have submitted a written declaration along with a profile at least thirty days before the election to be on the official ballot and posted in the community notice sites.
 - b. Nominations from the floor will be accepted if the nominee lives or owns property in the West Hill area.
 - c. Speeches and voting should occur early in the agenda so everyone has the chance hear the candidates.
 - d. Three (3) people shall be appointed by the President to witness the counting by the Election Committee, no Board members, candidates, or their families.
 - e. The Election Committee shall collect the ballots; no one else touches the ballots until the results are certified.
 - f. In case of a tie the vote shall be decided by a toss of a coin.
 - g. Official documents: sign-in sheets, ballots, official tally sheet shall be kept for two (2) years and then destroyed by the Secretary.

Section C: Board of Directors Meetings

1. The Board of Directors shall meet monthly, the time and place to be determined in advance by the President in consultation with the Board members.
2. All business decisions shall be made at a West Hill Community Council board meeting or according to C-3 below.
3. The President shall call a special Board meeting when requested in writing by at least two-thirds (2/3) of the Board membership. All members of the Board shall be notified as soon as possible by the person or persons initiating the meeting.

4. All meetings and procedures of the West Hill Community Council shall be governed by Robert's Rules of Order, Revised.

Article V: BOARD OF DIRECTORS

Section A: Responsibilities of the Board of Directors

1. Policy – The Board of Directors shall develop short-range and long-range goals to help the West Hill Community Council fulfill its mission, decide priorities for spending funds, evaluate programs and their performance, represent and promote the West Hill Community Council.
2. Management – The Board of Directors shall be responsible for drafting the budget, planning and/or supervising fund raising, preparing an annual calendar of activities, insuring that expenditures are kept within the authorized budget, that projects are completed on schedule, and insuring the maintenance of the financial records.

Section B: Composition

1. The Board of Directors shall consist of eleven (11) elected members at-large
2. The Board of Directors may grant the status of advisory member to individuals and entities who support the objective and purposes of the West Hill Community Council. Advisory members shall be appointed by the President and approved by a simple majority of the Board. Advisors will be non-voting, but may participate in all other activities of the Board. Advisory Board members may be removed by a majority vote of the Board of Directors.
3. The Board of Directors shall elect officers: President, Vice-President, Secretary, and Treasurer to be designated as the Executive Officers. Each of remaining board members shall participate on a standing committee.

Section C: Quorum

1. Over 50% of the Board of Directors shall constitute a quorum.

Section D: Code of Conduct

1. An officer or member of the Board of Directors may be removed for conduct detrimental or prejudicial to the West Hill Community Council. The member may be removed by a two-thirds (2/3) vote of the Board of Directors.

2. An officer or member of the Board may be disqualified and removed for missing three (3) meetings WITHOUT CAUSE during a one year period - to start at the beginning of the member's term. A simple majority vote of the Board of Directors shall be required to remove said member on this basis.
3. Notice of such contemplated action shall be sent to said member at least thirty (30) days prior to the meeting at which the hearing for removal is to take place.
4. The Board of Directors are expected to maintain high ethical standards in conducting council affairs: avoiding conflict of interest, abstaining from action in any matter before the council in which they have a material interest.

Section E: Vacancies

1. The Board of Directors shall have the responsibility to fill vacancies by a majority vote. Appointees shall serve until the term of the elected office expires.

Article VI: DUTIES OF EXECUTIVE OFFICERS

Section A: President

To preside at all meetings of the West Hill Community Council and its Board of Directors, be the official spokesperson for the council, to convene special meetings as provided in the bylaws, and to appoint special delegates to represent the council when necessary. The President shall the enforce the bylaws, be responsible for protocol at all meetings and follow the agenda. The President shall appoint an audit committee of three (3) board members annually.

Section B: Vice President

To serve in the absence of the President at council meetings and events when necessary. In addition, the Vice-President focuses on developing and encouraging broader participation and volunteerism in the West Hill Community Council activities and events.

Section C: Secretary

To notify the members of the Board of Directors of the West Hill Community Council of official or special meeting dates, times and places. The secretary shall maintain a list of addresses and telephone numbers of the Board members. The Secretary shall prepare and distribute the minutes to each board member prior to the monthly meetings. The Secretary shall perform official duties as may be assigned by the President and members of the Board of Directors.

Section D: Treasurer

Receive and disburse funds as instructed by the Board of Directors in accordance with the laws and regulations relating to non-profit organizations. The Treasurer shall file appropriate reports of the financial position of the West Hill Community Council. Present a report of the current financial status at each official meeting of the Board of Directors. The annual audit and all financial records of the West Hill Community Council shall be available for public inspection.

Article VII: BYLAW AMENDMENTS

Section A: Bylaws may be amended by a two-thirds (2/3) vote at an official quarterly meeting of the general membership, providing that the proposed Bylaw changes are submitted in writing for discussion at a meeting of the Board of Directors at least thirty (30) days prior to consideration for adoption, and by posting at the Skyway Library and the West Hill Community Council website www.westhillcommunity.com at least thirty (30) days prior to the meeting for the consideration of the proposal.