

BY-LAWS
OF THE
HIGHLINE COMMUNITY COUNCIL

Preamble

The Highline Community Council is an independent, non-profit, non-partisal community organization intended to represent the people of the Highline Community, and will not replace the functions of existing groups or agencies.

Article I

NAME

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

Article II

ORGANIZATIONAL STRUCTURE

A. The Highline Community Council is composed of:

1. Ten elected representatives--two from each of the five high school service areas.
2. Fifteen members shall be appointed to the Council. The appointed members are selected by a simple majority vote of the members of the Council present at the meeting where the prospective members are nominated. The prospective appointees shall attend at least one Council meeting prior to being nominated, and shall, upon appointment, pay an initiation fee of \$5.00 which shall be payable annually thereafter upon re-appointment.

In making appointments, the Council shall exercise discretion to preclude any special interest groups or geographical areas from dominating the Council. In no instance shall more than three of the appointed members be selected from any one high school area.

3. To encourage public participation in Council discussions and attendance, the Council shall include Associates. Persons may become Associates by meeting the requirements of Article V (age & residence) and paying \$4.00 yearly mailing costs. Associates shall receive the by-laws, notices of meetings, tentative program and items of community interest before the Council. Associates will be officially recognized as participants in Council discussion and committees, but shall not have the rights (voting and holding office) and the responsibilities (attendance) of the elected and appointed Highline Community Council members.

- B. The Executive Committee is composed of a President, Vice-President, Recording Secretary, Corresponding Secretary and a Treasurer. The officers are elected by the Council from its members. The Executive Committee recommends policy, advises the President and engages in long-range planning but has no policy making function.
- C. Task Forces, Study Committees and Standing Committees will be assigned by the Council for special purposes. Membership and leadership for such committees may be drawn from the Council. Resource persons from within and outside the Highline Community may be included.

Article III

OBJECTIVES

The objectives of the Highline Community Council shall be:

1. To provide representation for the Community by serving as a liaison between the Community and government.
2. To promote the orderly comprehensive development, beautification and improvement of the Highline Community.
3. To encourage the participation of residents and interested persons in these developments through study and action programs.
4. To encourage cooperation and democratic processes in the Community.
5. To initiate and sustain action which affects the social, educational, recreational, cultural, economic and physical betterment of the Community.
6. To provide and encourage leadership in fulfilling these objectives.

Article IV

LOCATION-GEOGRAPHIC AREA

The Council shall serve that geographic area located in the incorporated and unincorporated areas within the Highline School District #401. This area shall be subdivided for purposes of representation into five districts whose boundaries shall be those of the existing five high schools service areas.

Article V

COUNCIL MEMBERSHIP

Section I. Eligibility

Membership in the Highline Community Council shall be composed of those persons who have attained the age of at least eighteen years and who reside within the geographical boundaries of the Highline Community.

Section 2. Term of Office

- (a) Elected position - Elected members shall serve for two year terms.
- (b) Appointed position - Appointed members shall serve for a term of one year and may be reappointed annually.

Article VI

OFFICERS

Section 1. The President

The President shall serve as chief executive of the Council and as ex-officio member of all committees, shall preside at all Council meetings; shall prepare the agenda for all meetings; and shall perform such other duties as may be delegated by the Council.

Section 2. The Vice-President

The Vice-President shall serve in the absence of the President and perform such duties as the President shall direct.

Section 3. The Recording Secretary

The Recording Secretary shall maintain a permanent file of all minutes, unfinished business, records utilized in the business of the Council, and shall organize clerical services for the Council.

Section 4. The Corresponding Secretary

The Corresponding Secretary shall process correspondence according to Council policy and shall maintain a permanent file of such correspondence.

Section 5. The Treasurer

The Treasurer shall maintain accounting records, receive and disburse funds, prepare financial statements as required by the Council, by the President or by statute.

Signatures of the President or Vice-President and the Treasurer shall be required on checks of the organization.

Section 6. Officers' Terms

Officers shall serve for one year terms and may not hold the same office for more than two terms in succession.

Article VII

AUDIT REQUIREMENTS

The audit of financial records shall be accomplished annually by a special committee appointed by the President.

Article VIII

ELECTIONS

Section 1. Election

The election of the Council membership shall be held in the second week of March annually. Members shall assume office the second Monday of April.

Section 2. Election Sites

Elections shall be held by ballot at selected sites in each of the five districts. Each polling place shall contain a poll book for the purpose of recording signatures and addresses of those who voted.

Section 3. Requirements for Filing for Election

Each candidate for election shall pay to the Treasurer a filing fee of \$5.00. There shall be a limitation on campaign expenditures by candidates in the amount of \$100.00 per candidate per election.

Section 4. Filing Period

There shall be a three week filing period beginning six weeks prior to the election week.

Section 5. Voting

Any person having reached his or her eighteenth birthday by the day of the election shall be eligible to vote in the election of the Council. Each voter shall be a resident of the high school service area in which he or she votes.

Section 6. Vacancies

Vacancies in any elected position shall be filled by the Council, which shall appoint a member from the District in which the vacancy occurs. Such elected member shall hold office for the duration of the term of the position he is filling.

Article IX

MEETINGS

Section 1. Council

The Highline Community Council shall meet monthly upon call of the President; provided that, special meetings may be called by the President as required. All regular meetings of the Council shall be open and public and all persons shall be permitted to attend any meeting of the Council.

Section 2. Attendance

Any Council member who, without valid excuse, is absent from three consecutive meetings or is absent from half or more of the regular meetings within any twelve month period, shall be automatically dropped from membership.

Section 3. Quorum

A simple majority of the Council membership shall constitute a quorum.

Article X

BY-LAW REVISION

The President shall annually, near the end of his term, appoint a committee to review the By-Laws and make recommendations, if any are indicated, for changes therein.

Article XI

PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

Article XII

AMENDMENTS

These By-Laws may be amended by a two-thirds vote of the Council members present at any regular Council meeting, provided that the proposed By-Law changes are submitted in writing to the Council members at the previous regular meeting.

Dated: 7-14-77

*Clarification & responsibilities
of
A - elected position
B - appointed position*

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