

NEW PROPOSED BYLAWS

HIGHLINE COMMUNITY COUNCIL

(TO BE PHASED IN AS THE COUNCIL DEEMS APPROPRIATE BEGINNING OCTOBER , 1978)

Preamble

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

Article I

NAME

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

Article II

ORGANIZATIONAL STRUCTURE

A. The Highline Community Council is composed of:

1. Voting members

a. Fifteen elected members--three from each of the five

*Highline*

high school service areas, to be elected in consecutive years for a three-year term. Only elected members shall serve as officers of the organization.

~~Selected members shall not be present at more than one~~

b. Ten appointed members--no more than two from any one

*Highline*

high school area. 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 appointee shall

*submit a written signed application for membership and shall*  
attend at least one Council meeting prior to being nominated, and shall,

upon appointment, pay a fee of \$5.00.

In making appointments, the Council shall exercise discretion to preclude any special interest groups or geographical areas from dominating the Council.

*Appointed member represents the area he/she serves  
An appointed member is a voice from that area who seeks to participate in Council's concerns*

2. Non-Voting Members

Associate members. 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 and residence) and by paying \$5.00 yearly mailing costs.

Associates shall receive the bylaws, notices of meetings, tentative agendas, 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 Council members. Civic organizations and individuals with special expertise within the Highline area are especially encouraged to thus participate.

*And Vice President*

3 - Committees

A The Executive Committee is composed of a President, First Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. These officers are elected by the Council from its elected members annually at the April meeting. The Executive Committee recommends policy, advises the President and engages in long-range planning but has no policy-making function.

B Task Forces Study Committee and Standing Committees will be assigned by the ~~Council~~ <sup>President</sup> for special purposes. Membership and leadership for such committees ~~may be drawn from the Council.~~ <sup>will be assigned by the President</sup> Resource persons from within and outside the Highline Community Council may be included.

C A Board Meeting composed of the Executive Committee plus all Committee Chairmen will meet each May prior to the regular May meeting and will make written recommendations as to the direction and goals of the Council for the coming year.

Article III

OBJECTIVES

The objectives of the Highline Community Council shall be:

- A. To provide representation for the community by serving as a liaison between the community and the government.

- B. To promote the orderly comprehensive development, beautification and improvement of the Highline community.
- C. To encourage the participation of residents and interested persons in these developments through study and action programs.
- D. To encourage cooperation and democratic processes in the community by working with district and other community councils and local improvement clubs.
- E. To initiate and sustain action which affects the social, educational, recreational, cultural, economic and physical betterment of the community.
- F. 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 school service areas.

ARTICLE V

COUNCIL MEMBERSHIP

A. Eligibility

Any person over eighteen living in the Highline community is eligible to become a member.

B. Term of Office

1. Elected Position - Elected members shall serve for three-year terms unless filling out an unexpired term.

2. Appointed Position - Appointed members shall serve for a term of ~~two~~ <sup>one</sup> years. Although new members may be appointed at any meeting, each appointed member's term expires at his ~~second~~ <sup>the following April</sup> November meeting. Members may be reappointed.

*Appointement vacancies in each service areas must be advertised at least 30 days in advance before that vacancy is to be filled.*

*Vacancies will be budgeted*

ARTICLE VI

OFFICERS

A. 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, shall expedite the business of the Council in a reasonable manner and shall perform such other duties as may be delegated by the Council. Only the President may speak on behalf of the HCC unless the President delegates that power for a specific occasion.

B. The First Vice-President

The First Vice-President shall conduct the meetings in the absence of the President and shall perform such duties as the President shall direct. In addition, the First Vice-President shall serve as Program Chairman.

C. The Second Vice-President

The Second Vice-President shall conduct the meetings in the absence of the President and the First Vice-President.

D. 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.

E. The Corresponding Secretary

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

F. The Treasurer

The Treasurer shall maintain accounting records, receive funds and disburse them as authorized by the Council, prepare financial statements as required by the Council, by the President or by statute. The Treasurer shall collect \$5.00 dues from each member at the April meeting. Signatures of the President or First Vice-President and the Treasurer shall be required on checks of the organization.

G. Terms of Office and Succession

Officers shall serve for one-year terms and may not hold the same office for more than two terms in succession. Elections will be held at the regular April meeting, and the new officers shall assume their duties at the close of that meeting.

In case an officer resigns or is unable to fulfill his duties, the President may appoint an elected member to serve for the remainder of that officer's term.

ARTICLE VII

AUDIT REQUIREMENTS

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

ARTICLE VIII

ELECTIONS

A. Election Time

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.

B. 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.

C. 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. Statements of expenditures are to be filed with the Treasurer by the end of March in the year of the election.

D. Multiple Vacancies

If there are two elective vacancies, one shall be for a full term, and the other(s) for the unexpired term(s). If there are multiple vacancies in a district, each candidate must file for one position only.

E. Filing Period

There shall be a three-week filing period beginning six weeks prior to the election week. There shall be public notice prior to the filing period. The notice shall be specific as to the numbered position(s) which are vacant.

F. 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.

G. Validation of Elections

1. Each service area shall have at least 50 eligible residents vote to validate that service area's election. If the election is not validated, the President shall appoint the individual receiving the most votes to serve on the Council until the next regular election is held. This individual will be considered appointed and not elected.
2. If no candidate receives a plurality vote in a validated election, a runoff election will be held two weeks after the regular election between the two individuals receiving the most votes. If this second election is not validated, the regular procedures for an unvalidated election will apply.
3. The voting will be supervised by an independent group (i.e., the League of Women Voters) who will conduct the election and tabulate the vote. In the case of a tie or a close vote, two recounts will be conducted immediately, and the ballot box will be sealed. An observer from each candidate may watch the counting of the votes.

H. Vacancies

Vacancies in any elected position shall be filled by the Council, <sup>which</sup> ~~who~~ may appoint a member from the District in which the vacancy occurs. Such member shall hold office until the next annual election.

~~Appointments?~~

ARTICLE IX

MEETINGS

A. Time and Place

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.

Places of meetings shall be easily accessible to the community, and at least one meeting annually may be held in each high school area.

B. 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.

C. Quorum

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

D. Committee Reports

All Chairmen of Standing Committees and Task Forces are invited to give monthly update reports at the regular meetings. Such reports should summarize the committee's work and should be brief unless special permission is granted either by the President or by vote of the Council.

ARTICLE X

BYLAWS CHANGES

A. Amendments

These Bylaws may be amended by a two-thirds vote of the Council members present at any regular Council meeting, provided that the proposed Bylaw



changes are submitted in writing to the Council members at the previous regular meeting.

B. Revision

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

ARTICLE XI

PARLIAMENTARY AUTHORITY

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