

Latah-Hangman Neighborhood Council Bylaws - Amended September 2026

Latah-Hangman Neighborhood Council Bylaws (Amended) — Adopted September 17, 2026

Section 1: Name

A. This organization shall be known as the Latah-Hangman Neighborhood Council.

Neighborhood Councils exist as a result of the City of Spokane Charter in order to “foster communications between the citizens of Spokane and all facets of City government.”

<https://my.spokanecity.org/opendata/charter/article-08/>

Section 2: Statement of Purpose - The purpose of the Latah-Hangman Neighborhood Council is to improve and preserve the quality of life through local actions:

1. Review and recommend an action, a policy, or a plan to the Community Assembly, City Council Neighborhood Committee [includes representatives from City Council, Office of Neighborhood Services (ONS), and Community Assembly (CA)], City Council, Mayor, City or any City agency, commission, or board, on any matter affecting the neighborhood(s);
2. Assist City agencies in determining priority needs for the Neighborhood;
3. Review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvements;
4. Undertake to manage projects as may be agreed upon or contracted with public agencies;
5. To source, secure, manage and disburse funds as permitted by City policy for projects, activities or improvements which are outside of the Neighborhood Council Program(s) but are for the benefit of the neighborhood;

Section 3: Neighborhood Boundaries

- North: Riverside Ave
- East: Hatch Rd, High Drive, and Bluff
- South: City Limits
- West: Cheney-Spokane Rd, Burlington Northern RR, Government Way

Section 4: Council Membership

- A. Council membership shall be open to anyone who lives, owns property, or operates a business in the neighborhood and who is at least 16 years of Age. (Section 4.A)
- B. Anyone who meets the criteria in 4.A and requests membership and/or is listed in the Latah-Hangman Neighborhood Council database is a member.
- C. **Voting membership shall be given to any individual who meets the criteria in 4.A, has attended at least two meetings within a 12 month period, and otherwise eligible to participate as a resident, property owner, or business owner.**
- D. To maintain voting privileges, each member shall attend one meeting annually.
- E. There shall be no limit to the number of Neighborhood Council members.
- F. Upon the date of adoption of the bylaws, all currently recognized members and officers of the Latah-Hangman Neighborhood Council shall automatically continue forward as before the adoption.

- G. No member shall purport to represent the Latah-Hangman Neighborhood Council unless authorized to do so by the Council.
- H. Upon request, each member shall receive one copy of these adopted Bylaws.

Section 5: Associate Membership

- A. Associate membership shall be open to any person or business that does not live in or own property or a business in the neighborhood, but is desirous of participating in the Latah-Hangman Neighborhood Council as a non-voting supporter.
- B. An Associate Member may serve on a committee, panel or program but may not hold any office and shall not have voting authority.
- C. There shall be no limit on the number of associate members.

Section 6: Meetings

- A. Unless otherwise defined in these Bylaws, all affairs of the Latah-Hangman Neighborhood Council shall be governed by Robert's Rules of Order, current edition.
- B. Regular meetings of the Council shall be held at least once per quarter to address pertinent city and neighborhood business, activities and concerns.
- C. Special meetings of the Council may be called by the Chair upon request of five (5) individuals who own property or a business, or reside in the Latah-Hangman Neighborhood and are at least 16 years of age.
- D. Except for executive sessions, council meetings shall be open to the public and visitors shall be invited to participate in the discussion of the matters at hand. However, only qualified members of the Council are eligible to vote. Executive sessions may be called to discuss legal or other confidential matters.
- E. The minimum number of voting members necessary to establish a quorum at any regular meeting is thirty percent (30%) of voting members or a minimum of three (3) voting members—if council membership is less than ten people.
- F. The Council shall hold an annual meeting in the first quarter of each year for the purpose of election of officers and an annual report of activities of the Council. The meeting need not be separate from the regular meeting.
- G. Approved minutes of the meetings and sign-in sheets, as a record of attendance, must be maintained in shared Council electronic data records (including the LatahValleyNC@gmail.com account or successor system) by the Secretary or Chair.

Section 7: Meeting Notification

- A. All meetings will be publicized in the neighborhood using whatever reasonable means that are available; these include, but are not limited to, the following: neighborhood website, flyers, mailings, newspapers, radio, television, electronic communications, and social media. Notices shall be distributed not less than seven (7) days before the meeting date.
- B. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith.

Section 8: Officers and Duties

- A. The officers of the Latah-Hangman Neighborhood Council shall be Chair (or Co-Chairs), Vice Chair, Community Assembly Representative, Community Assembly Alternate, Secretary, Treasurer (Secretary and Treasurer can be held by one person), and flexible roles tailored to individual skills and capacities (such as Communications Chair or

Parliamentarian). An officer only has one (1) vote even when holding more than one position.

B. Duties of the officers are as follows:

- a. **The Chair** shall be responsible for the operation of the Council and its officers pursuant to these Bylaws. This shall include conducting meetings, representing the neighborhood at official functions, appointing sub-committees, monitoring neighborhood expenditures authorized by the Council, and generally overseeing the affairs of the Council. The Chair shall have the responsibility for leading the long-term and short-term planning efforts of the neighborhood and shall also have specific duties in these Bylaws and as delegated by the Council. Whenever feasible, the Chair shall delegate duties to other officers, committees, or members in order to support shared leadership and sustainability.
- b. **The Vice Chair** shall assist the Chair in preparing meetings, agendas, and conducting meetings and shall assume the role of the Chair when required.
- c. **The Community Assembly (CA) Representative and Alternate** shall be voting members of the Neighborhood Council. They shall represent the interests of the Council at the Community Assembly meetings held by the City and shall meet with the City of Spokane Office of Neighborhood Services regularly to discuss community-wide issues. This position may be held by another officer. The representative will not vote representing the Latah-Hangman Neighborhood Council meeting on issues without authorization by said Council, except to vote to consider a discussion of an issue or for Community Assembly business. Following each CA meeting, the representative will make a report at the next Latah-Hangman Neighborhood Council meeting on all Community Assembly business that was carried out. The Alternate will only operate in the absence of the Community Assembly Representative.
- d. **The Secretary** shall maintain all written records as required by the Bylaws and produce all written communication as directed by the Chair, the Executive Committee, or Council membership. As additional duties, the Secretary shall record and maintain minutes, sign-in sheets and a record of eligible members.
- e. **The Treasurer** shall maintain an accurate accounting of all expenditures authorized by Council or Executive Committee and consistent with City policy. The Treasurer shall provide financial records as necessary for compliance with any government agency requiring filing.
- f. **The Communications Chair** shall maintain a database of members, including attendance, email notifications, and other information as needed, including meeting date, time, and location on the Latah-Hangman Neighborhood Council website.
- g. **The Parliamentarian** shall support fair, orderly, and accessible meetings by advising the Chair, officers, and Council membership on Bylaws, Robert's Rules of Order, and adopted meeting procedures. The Parliamentarian shall serve in an

advisory capacity and shall not supersede the authority of the presiding officer or Council membership.

Section 9: Business of the Latah-Hangman Neighborhood Council

Nomination, Election and Terms of Office

- A. A nominating committee appointed by the Executive Committee shall propose, at the annual meeting, one or more eligible voting candidates from the Council for each office for the year to come. Nominations shall also be accepted from the floor. All candidates must have accepted the nomination and be confirmed voting members of the Council.
- B. Officers will be elected by the Council voting members by a majority of those voting. If no one receives a majority, there will be another vote between the top two candidates. If a tie occurs, the Council may vote to establish a co-officer position, or conduct another vote until a majority is reached.
- C. Voting shall be by secret ballot if there is more than one (1) candidate for office. The ballots shall be maintained for 60 days by the Secretary and shall then be destroyed.
- D. The terms shall be for one (1) year and begin upon election unless otherwise specified.
- E. Within 30 days, the Secretary will send the City of Spokane Office of Neighborhood Services, in writing, the names of newly elected officers, their term, postal and email addresses, telephone numbers, and the date they are due to take office.
- F. Officers may serve no more than three (3) consecutive one-year terms in the same office. After reaching the term limit, an officer shall be eligible to serve again following a one-year break from that office.
- G. If no eligible candidate is willing to serve and the position would otherwise remain vacant, the Council may, by a two-thirds (2/3) vote of voting members present, allow an officer to serve an additional consecutive term.
- H. In the event that one or more officer positions are vacant, the Council may assign interim or acting responsibilities to existing officers and voting members to ensure continuity.
- I. No individual shall serve in more than three (3) officer roles simultaneously except by two-thirds (2/3) vote of voting members present, reaffirmed annually.
- J. Interim assignments are intended to be temporary and shall be reviewed at each meeting with the goal of redistributing duties as new leadership capacity becomes available.
- K. The Executive Committee shall actively recruit and support members to fill vacant officer roles and may recommend restructuring or consolidation of duties to reduce officer burden when necessary.
- L. Nothing in this section shall prevent shared or co-position models, task-based roles, or other flexible leadership structures approved by the Council.

Section 10: Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by the Council and shall require a two-thirds (2/3) vote of members present at a meeting, provided that a resolution proposing the consideration of the removal has been adopted at a preceding meeting and that notice of the vote for removal has been included in the call to the meeting at which the vote shall take place.
- B. Should vacancies occur outside the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled meeting

following the vacancy. The person elected to the vacated office will serve for the remainder of the term.

- C. In the event of an officer vacancy, the Council or Executive Committee may assign interim or acting responsibilities to an officer or voting member until the vacancy is filled. Interim assignments are intended to be temporary and shall be reviewed at the next meeting.

Section 11: Executive Committee

- A. The Executive Committee shall be composed of the officers and the chair(s) of any standing committee(s) of the Council.
- B. The Executive Committee shall be responsible for the management of the affairs of the Council.
 - a. Plan, advertise and hold Neighborhood Council meetings.
 - b. Ensure meeting minutes are recorded and maintained.
 - c. Maintain a Neighborhood website.
 - d. Hold elections as called for in these Bylaws.
 - e. Represent the Neighborhood in communications with the City government, including the Community Assembly, as directed by a majority vote of the Neighborhood Council membership present at a given meeting.
 - f. Support officer recruitment, onboarding, and the redistribution of duties when vacancies or capacity constraints exist.
- C. **The Executive Committee may act for the Council between regular meetings on any matter determined to be time sensitive council business.** Any deliberation planned by the Executive Committee under this provision shall be communicated by email in advance to the available list of Latah-Hangman Neighborhood Council members. Any Executive Committee decisions shall be communicated and, if members wish, discussed at the next available Latah-Hangman Neighborhood Council Meeting.
- D. The Executive Committee shall take minutes of all the meetings and provide a copy of the minutes and a report at the next regular Neighborhood Council meeting.
- E. The Executive Committee may not override a decision of the Neighborhood Council except where required by law or City policy.
- F. Unless so authorized by the Neighborhood Council membership or as required to meet the duties set forth in this section, neither the Executive Committee nor any officer or agent shall have the power or authority to bind the Neighborhood Council to any contract or engagement, or to pledge its credit, or render it liable pecuniary for any purpose or to any amount.

Section 12: Committees and Appointments

- A. The Neighborhood Council and/or the Executive Committee have the power to create committees and appoint committee members as needed.
- B. Anyone is eligible to be on a committee if approved by the Latah-Hangman Neighborhood Council or the Executive Committee but voting on committee business is limited to Latah-Hangman Neighborhood Council members.
- C. There shall be no limit to the number of members on a committee unless directed by the Council membership.

- D. Committees shall report and make recommendations to the Neighborhood Council. These reports shall be entered into the minutes.
- E. A list of Standing Committees and Chairs shall be posted on the Latah-Hangman Neighborhood website for the City of Spokane.

Section 13: Meeting Decorum Rules

- A. The purpose of the Meeting Decorum Rules is to assure positive, collaborative and respectful behavior during all aspects of the meeting, thereby promoting open discussion, creativity, engagement and participation.
- B. Enforcement of the Meeting Decorum Rules will occur in real time and will be led by the Council Chair or designee as appropriate, with procedural guidance from the Parliamentarian when applicable, following Robert's Rules of Order.
- C. The Meeting Decorum Rules are as follows:
 - a. Participants will communicate in a courteous and respectful manner at all times.
 - b. Participants shall refrain from personal attacks, inappropriate or confrontational phrasing or tone.
 - c. Participants will wait for recognition to speak by the presiding officer.
 - d. Participants will be respectful of the rights of all others in attendance and will not create noise or other disturbances that may disrupt the meeting.

Section 14: Amendments to the Bylaws

- A. These bylaws may be amended by approval of a two-thirds (2/3) majority of those voting members present at a regular Latah-Hangman Neighborhood Council meeting. The resolution to amend must have been proposed at the preceding regular Latah-Hangman Neighborhood Council meeting. Notice must be given as to the proposed amendment concerns in the call for the meeting at which the amendment shall be voted upon.
- B. Amendments approved by the Council shall be forwarded within two (2) weeks to the City of Spokane Office of Neighborhood Services.

Section 15: Effective Date

- A. These amended Bylaws became effective on **September 17, 2026** and supersede all others.