

BELLTOWN COMMUNITY COUNCIL BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the Belltown Community Council; hereafter referred to as BCC.

ARTICLE II: PURPOSE

1. To define and establish appropriate action on concerns of the community, by providing a public forum for the discussion of pertinent issues.
2. To establish and maintain communication throughout the community relating to areas of concern and community action.
3. To publicize, support, propose, or oppose any action, governmental or otherwise, that affects the community or its members and inform the appropriate governmental body of the community concern.
4. To serve as the voice of the community when engaging with governmental, community and other organizations.
5. To join with other community organizations on issues of mutual concern.

ARTICLE III: GEOGRAPHICAL AREA

The BCC shall serve that area of the city of Seattle which is within the following boundaries: Denny Way on the North, 6th Avenue from Denny Way to Bell Street, along the alleyway between 5th and 6th Avenue from Bell Street to Virginia Street, and 4th Avenue from Virginia Street to Stewart on the east; Stewart Street from 5th Avenue to 1st Avenue on the south; 1st Avenue between Stewart Street and Lenora, Elliott Avenue between Lenora Street and Bell Street, and Alaskan Way from Bell Street to Denny Way on the west. These boundaries may be adjusted to account for areas represented by adjoining community councils.

ARTICLE IV: MODE OF OPERATION

The BCC shall consist of members, meeting and voting in a public forum on issues within the scope of the BCC's purpose. The BCC shall be assisted by elected officers, hereinafter known as the Council Board, consisting of a President, Vice-President, Treasurer, Secretary, and nine (9) Non-officer Members. Ad hoc committees or other advisory groups may be appointed (and later dissolved) by the Council Board to study issues of concern, and prepare reports for discussion and action by the BCC as a whole. The Council Board may be expanded as needed by majority vote of the membership.

1. MEMBERSHIP AND VOTING:

- a. Membership shall be open to all persons within the Belltown area as defined in Article III, meeting one or more of the following conditions: 1) residence, 2) ownership or management of a business, institution or agency, 3) ownership of property.
- b. Voting rights are attained by attendance in 4 or more meetings in the past year, including the day of voting.
- c. Only members have the right to vote at regular membership meetings.
- d. Each individual member resident shall be afforded one vote; if more than one individual member of a business, private or public institution or agency participates, only one vote shall be accorded the business, institution or agency.
- e. Voting by proxy is not permitted.
- f. Members shall sign the membership roster before voting on any issue or candidate.
- g. Active members under the age of 18 are non-voting members and shall be recognized at associate members.

2. MEMBERSHIP MEETINGS:

- a. There will be a regular membership meeting of the BCC once a month. Meetings take place on the second Wednesday of each month, unless otherwise posted. The Council Board must notify the membership of any changes to meeting venue or time no less than seven (7) days prior to the scheduled meeting. The time, place and purpose of each meeting shall be determined by the Council Board.
- b. Special meetings of the BCC may be called by the Council Board for the purpose of providing a public forum on issues within the scope of the Council's purpose. Special meetings may be called by the President, a majority of the Council Board, or at least 50% of the members.

3. QUORUM:

- a. The membership attending a BCC meeting shall constitute a quorum provided proper advance notice was given.
- b. A majority of the sitting members of the Council Board shall be necessary to constitute a quorum for the transaction of Council Board business.

4. NOTICE:

Official notice of Council Board, committee, and regular and special membership meetings shall be provided to active members not less than seven days nor more than 45 days prior to the meeting. Publicity via the email listserv shall constitute official notice.

ARTICLE V: COUNCIL BOARD – DUTIES AND FUNCTIONS

The Council Board shall consist of the elected Officers (President, Vice-President, Secretary and Treasurer and nine (9) Non-officer Members heretofore referred to as Non-officer Positions 1 - 9. Duties and powers of board positions are with duties and powers outlined by sections 2 - 6 below:

1. ELECTIONS:

- a. The elected Council Board members shall serve two-year terms, for a total of no more than two consecutive two-year terms. The terms shall be staggered with the President, Secretary and Non-officer Positions 1, 3, 5, 7 and 9 elected in odd numbered years and Vice President, Treasurer, and Non-officer Position 2, 4, 6 and 8 elected in even numbered years.
- b. An election of the Council Board shall be held at the annual membership meeting of the BCC. The date of the annual membership meeting shall be set by the Council Board.
- c. Nominations shall be made by the Chair of the Nominating Committee at the annual membership meeting with the consent of the person nominated.
- d. In the event of a vacancy, the Council Board shall appoint a replacement to serve out the unexpired term.
- e. If a Council Board member is appointed to fill a vacancy or they serve an unexpired term, they may elect to run for that or any other Council Board position for two full two-year terms.

2. THE PRESIDENT:

- a. The President shall preside at all meetings and serve as chief executive, coordinating all programs and business of the organization.
- b. The President shall prepare agendas, with board input and approval, for all meetings.
- c. The President shall be an ex-officio member of all BCC committees.
- d. The President shall provide a written update on all BCC activities to the membership.
- e. The President shall transfer records at the end of their term.

3. 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 Council Board may direct from time to time.
- b. The Vice-President shall serve as the President elect if the President fails to complete their term on the Council Board.

c. The Vice-President shall maintain the integrity of and recommend improvements to the management of the membership list.

d. The Vice-President shall ensure the integrity of votes of the membership.

e. The Vice-President shall transfer records at the end of their term.

4. THE SECRETARY:

a. The Secretary shall issue official notices for all BCC meetings.

b. The Secretary shall record the minutes of each meeting.

c. The Secretary shall maintain permanent files of all minutes, unfinished business, correspondence and other records created in the conduct of the BCC's business and transfer records at the end of the Secretary's term.

5. THE TREASURER:

a. The Treasurer shall have joint custody with the President and Vice-President of all monies and securities of the Council, and shall keep regular books of account and transfer records at the end of the Treasurer's term.

b. The Treasurer shall maintain BCC accounting records, and receive and disburse BCC funds.

c. The President, Vice-President or Secretary shall be required to cosign, with the Treasurer, all checks, and jointly with Treasurer authorization, all expenditures.

d. The Treasurer shall be responsible for maintaining a BCC checking account in a banking institution, where organization funds are accessible to authorized Council Board officers and shall ensure that current authorized Council Board officers are recognized by the banking institution as checking account cosigners.

e. The Treasurer shall transfer records at the end of their term.

6. NON-OFFICER MEMBERS (9):

a. Participate as a member of the Council Board attending monthly Board meetings and special meetings as scheduled.

b. Represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.

c. Conducts projects to further the goals of the organization or to develop services for the membership. Serves as chair of any ad hoc committee formed to develop these projects if needed.

ARTICLE VI: POWERS & RESPONSIBILITIES OF THE COUNCIL BOARD

1. The Council Board shall consist of the President, Vice-President, Secretary, Treasurer and nine (9) Non-officer members.
2. The management of all of the affairs, property, and interest of the BCC shall be vested in the Council Board, and all related decisions shall be approved by majority vote of the Council Board.
3. The Council Board may establish ad hoc committees from time to time to study and report on issues of concern for public discussion and action by the Council.
4. The Council Board may establish standing committees from time to time to deal with both internal BCC business and a broader scope of purpose.
5. The Council Board may authorize various surveys and questionnaires of the community to determine needs and issues.
6. Council Board members with 3 consecutive absences from regular membership meetings may be removed from office by a majority vote of the remaining members of the Council Board.
7. All officers are subject to removal for cause by a majority vote of the Council Board.

ARTICLE VII: POWERS OF THE COMMUNITY COUNCIL

1. The BCC may, by majority vote of members present and voting form a position to support, propose, or oppose any action, governmental or otherwise, on any issue within the scope of the purpose of the organization.
2. The BCC shall elect by a majority vote of active BCC members present and voting its Council Board.

ARTICLE VIII: AMENDMENTS

1. These By-Laws may be amended after such proposed amendments have been distributed for review to the BCC membership at least thirty (30) days prior to the scheduled regular membership meeting at which such proposed amendments are to be voted upon.
2. The By-Laws may be amended at such meetings of the BCC by a majority of the members voting, provided that one half of the Council Board and not less than a quorum of the membership are present.

ARTICLE IX: POLITICAL ACTIVITY

No member shall state a position on behalf of the BCC on any politically partisan issue or candidate unless authorized by a majority vote of active BCC members present and voting.

ARTICLE X: RULES OR ORDER

The rules contained in “Robert’s Rules of Order Revised” shall govern in all cases in which they are not inconsistent with the ByLaws.

Approved at the April 20, 2011 meeting
Amended at the March 21, 2012 meeting
Amended at the May 8, 2013 meeting
Amended July 13th, 2018.