

CENTRAL AREA NEIGHBORHOODS DISTRICT COUNCIL BYLAWS

ARTICLE I

Identity

- 1 **NAME** The name of the organization is Central Area Neighborhoods District Council (CANDC).
- 1.1 **BOUNDARIES** The boundaries of the CANDC shall be as shown on **Attachment A** (map of the Central Area as per City of Seattle Clerk's office).
- 1.2 **AUTHORITY:** The CANDC is organized under the authority of Seattle City Council Resolution 27709 (Oct 1987), which created and described the role of the District Councils, see **Attachment B**.
- 1.3 **PURPOSE** The purpose of the CANDC is to provide a forum for Central Area neighborhood councils and organizations to share ideas, solve common problems, and represent the Central Area to government entities, for the betterment of the neighborhoods of the Central Area and its residents; the CANDC shall:
 - 1.3.1 Influence government policies and city funding by review, comment, recommendation, or participation related to plans or applications that affect the Central Area, including but not limited to: the Neighborhood Matching Fund Large Fund Projects Citywide Review Team, the Neighborhood Street Fund/Cumulative Reserve Fund review, and the ongoing Neighborhood Planning/City Comprehensive Plan processes.
 - 1.3.2 Address issues which affects the livability of our neighborhoods and Community on the whole, including but not limited to neighborhood sustainability, economic development, land use, housing, social and recreational opportunities, open space, crime prevention, transportation and the delivery of services.
 - 1.3.3 Share information between neighborhoods and organizations, promoting outreach within and between neighborhoods to build and strengthen community and expand citizen participation.
 - 1.3.4 Represent the CANDC on the City Neighborhood Council (CNC).

ARTICLE II

Membership

- 2 **GENERAL CRITERIA** Voting membership on the CANDC shall be held by community organizations, not individuals. Members designate one representative and one alternate to the CANDC. Membership may be held only by organizations that operate within the CANDC boundaries, whose stated purpose reflects the values described in Section 1.3. Furthermore, organizations must operate in accordance with democratic principles under a written constitution or bylaws, which exercise a non-discrimination policy equivalent to the CANDC policy stated in Section 2.4.

- 2.1 Standing membership is held by neighborhood councils that meet the general criteria.
- 2.2 At-Large membership is held by business or service associations by approval of the District Council. Application for membership must be made to the Executive Committee by written request. The Executive Committee will ensure that minimum requirements for membership are met as set forth in Section 2. The Executive Committee shall promptly make a recommendation to the full Council. The recommendation shall be approved at the following meeting by a simple majority. At-large members shall serve a one year term and may be re-approved for membership, by simple majority vote.
- 2.3 If the members representative(s) has three or more unexcused consecutive absences the member shall lose its voting rights until their representative(s) has attended three meetings. Voting rights are reestablished at the third meeting they attend.
- 2.4 **NON-DISCRIMINATION POLICY** The Central Area Neighborhoods District Council will not discriminate against individuals or groups on the basis of race, religion, gender, sexual orientation, age, disability, marital status, national origin, income or political affiliation.

ARTICLE III

Executive Committee

- 3 **MEMBERS** The officers of the CANDC shall constitute the Executive Committee, which shall consist of a President, a Vice President, and a Secretary.
- 3.1 **TERM OF OFFICE** Elected officers shall served for a term of one year commencing at the end of the December meeting. Leadership shall pass to the newly elected officers upon adjournment of the December meeting. An officer may be elected to the same position for a maximum of two consecutive years.
- 3.2 **QUALIFICATIONS** Only members in good standing shall be eligible for all officers of the CANDC.
- 3.3 **NOMINATION** A Nominating Committee, approved by the CANDC, of at least 3 members, shall be formed two months prior to elections (October). The nominating committee shall present a slate of candidates for each office, in writing, to the CANDC one month prior to elections (November), including a brief biographical sketch of each candidate. Nominations for office shall be accepted until one week prior to the presentation of candidates.
- 3.4 **ELECTION** The election of officers shall be held at the December meeting of the CANDC, by secret ballot. Tabulation of ballots shall be performed by the Nominating Committee and the DON support staff. The individual receiving a majority of the votes shall be declared the winner. If no candidate receives a majority, then there shall be a

second ballot with just the top two candidates.

- 3.5 **VACANCIES** A vacancy will occur when an officer missing three unexcused consecutive meeting (as per Section 3.6) or by their submitting a letter of resignation. Vacancies shall be filled by the person that came in second during the election. If the person turns the position down or is there was no a second in the election, a call for a special election may called by any member of the CANDC for the unexpired portion of their term.
- 3.6 **REMOVAL** An officer may be removed from office for missing three (3) unexcused meetings consecutive and/or for cause by a 2/3 majority vote, of those present at the District Council meeting.
- 3.7 **DUTIES OF THE PRESIDENT** The President shall be responsible for:
- 3.7.1 Facilitating the regular meetings of the Executive Committee and full Council;
 - 3.7.2 Serving as or appoint a delegate to the City Neighborhood Council.
- 3.8 **DUTIES OF THE VICE PRESIDENT** The Vice President shall be responsible for:
- 3.8.1 Facilitating the regular meetings of the Executive Committee and full Council in the absence of the President,;
 - 3.8.2 Acting as Parliamentarian at all meetings
- 3.9 **DUTIES OF THE SECRETARY** The Secretary shall be responsible for:
- 3.9.1 Facilitating the regular meetings of the Council in the absence of the President and Vice President;
 - 3.9.2 Maintaining a list of all members entitled to voting rights.
 - 3.9.3 Overseeing, in cooperation with the Department of Neighborhoods' (DON) staff, the distribution of agendas, and keeping of and distribution of all meeting minutes;
 - 3.9.4 Preserving, in cooperation with the DON, historical documents of the CANDC and other matters of governance including an up-to-date version of the CANDC bylaws, a permanent file of all correspondence, minutes, attendance records thus maintaining the list of current and active members, a record of unfinished business, records utilized in the business of the CANDC, and maintaining an official public record at the offices of the DON;
 - 3.9.5 Maintaining a calendar of events, meetings, deadlines and notices pertaining to the business of the CANDC and its members.
- 3.10 **EXECUTIVE COMMITTEE DUTIES** The Executive Committee shall be responsible for:
- 3.10.1 Preparing the monthly agenda,
 - 3.10.2 Making recommendations regarding the establishment of Standing Committees
 - 3.10.3 Making recommendations, in the first quarter of the year, regarding special objectives of the CANDC for that year.

ARTICLE IV
Communications

- 4 All written positions taken in the name of the CANDC on any question, whether a majority or minority view and/or nature, shall require prior approval of the Council or in case of needed expediency by the Executive Committee (Section 5.1).
- 4.1 To ensure open and transparent communication, all correspondence (including but not limited to electronic correspondence) on behalf of the CANDC shall include and show all recipients and addressees.

ARTICLE V
Committees

- 5 The Executive Committee is a Standing Committee. In addition to the specific duties assigned in Section 3.10, the Executive Committee is responsible for ensuring the day-to-day functioning of the CANDC in accordance with the these bylaws. The Executive Committee may entertain and/or recommend a proposal for a new Standing Committee at any time. The Executive Committee will recommend the establishment of Standing Committees as needed, to be ratified by a simple majority of the Council. In the event a new Standing Committee is created, these bylaws will be amended by attachment, describing the responsibility and goals of the committee.
- 5.1 Standing committees conduct the business of the council on an ongoing basis to support the Council’s purpose and objectives.
 - 5.1.1 Standing committees are chaired by voting members; chairs voted on by the committee members.
 - 5.1.2 Chairs will provide a yearly plan to the full Council in the first quarter of the year, and reports of committee activities at regular meetings.
 - 5.1.3 Chairs are responsible for maintaining and providing historical records to the CANDC Secretary, including official correspondence, meeting minutes and attendance records.
- 5.2 **Ad hoc committees** are activity- or issue-based and have a stated goal. Ad hoc committees may be recommended by a member of the Council and must be ratified by a simple majority vote of the Council. They may be designated at any time and will expire upon achievement of the stated goal.
 - 5.2.1 Ad hoc committees may be chaired by any member of the CANDC.
 - 5.2.2 Ad hoc committee membership is open to any Central Area resident.
 - 5.2.3 Ad hoc committee membership may be held by a non-resident of the Central Area to provide special services, additional relevant information, but and by approval of the Executive Committee.

ARTICLE VI
Meetings

- 6 **ANNUAL MEETING** The January meeting is the annual meeting of the CANDC.
- 6.1 **FREQUENCY** Regular meetings will be held monthly, at least 9 times a year. Regular meetings are open to the public. Notification of the time and location of the meeting must be made 5 business days prior to the meeting.
- 6.2 **CONDUCT OF BUSINESS** The facilitator of the meeting is responsible for keep order, keep time, and provide for the full and fair discussion of issues before the CANDC.
- 6.3 **ORDER OF BUSINESS** The order of business will be designated by the Executive Committee, but may be amended at any time by majority vote of the CANDC. The agenda will reflect the order of business for each regular meeting and will include, but not be limited to, the following items
- 6.3.1 Review of the Agenda
 - 6.3.2 Review of the minutes from the prior meeting
 - 6.3.3 Community Concerns/Roundtable
 - 6.3.4 Standing and Ad hoc committee reports
- 6.4 **RULES of ORDER:** The most recent edition of Robert's Rules of Order shall be used to conduct meetings.

ARTICLE VII
Decision Making & Voting

- 7 **QUORUM** A quorum is equal to 33% of the voting membership. No action may be taken in the absence of a quorum.
- 7.1 **DECISION MAKING** Once discussion has come to an end as per Roberts Rules of Order, the final decision shall be reached by 2/3 majority vote, of those present.
- 7.2 **VOTING** Each designated representative or alternate as defined in **ARTICLE II** has one vote. There can be no proxies or absentee votes.

ARTICLE VIII
Amendments

- 8 Any CANDC representative may propose, in writing, an amendment to the bylaws. Any proposed amendment shall be amended by a 2/3 majority vote, of those present. at a meeting following introduction of the amendment at a prior meeting.

APPROVED, VOTED and ADOPTED:
by the Full Central Area Neighborhoods District Council
on this 14 day of FEB., 2013

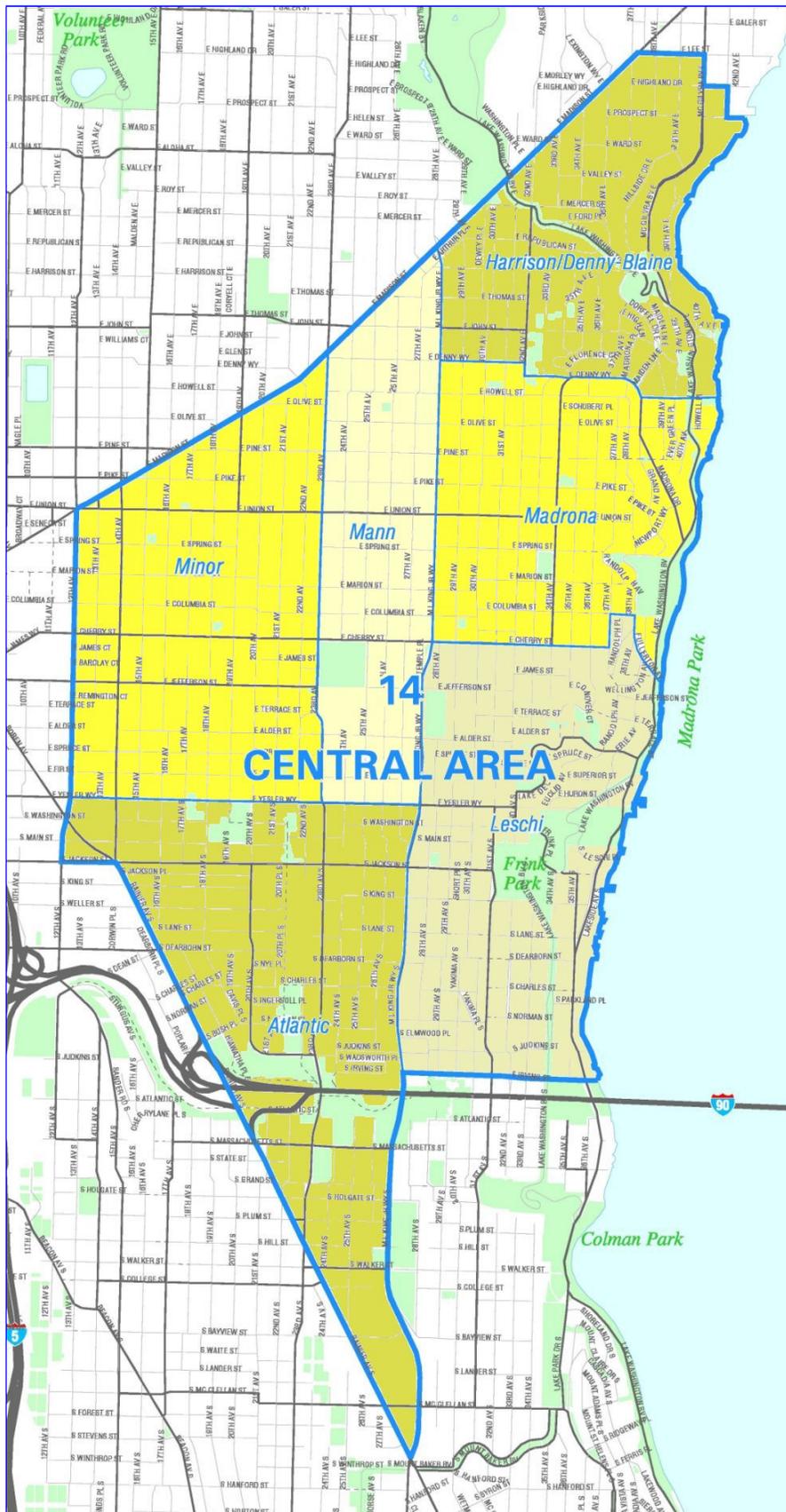


Central Area Neighborhood/District Council, President

ATTACHMENT

A

Seattle City Clerk's Neighborhood Map Atlas



ATTACHMENT B

RESOLUTION 27709

A RESOLUTION establishing a Neighborhood Planning and Assistance Program for the City of Seattle.

WHEREAS, in its review of the 1985-86 planning reorganization, the Seattle Planning Commission wrote a series of reports to the Mayor (November 25, 1985, March 20 and April 23, 1986) recommending that the City examine its role in neighborhood planning; and

WHEREAS, Ordinance 113150 adopted by the City Council October 29, 1986 requested that the planning Commission conduct a study of the City's neighborhood planning functions and make a recommendation to the Mayor and Council by June, 1987 and authorized an agreement for \$40,000 in consultant services to assist the Commission; and

WHEREAS, between November 1986 and June 1987 the Planning Commission held eight public meetings, additional meetings with individual organizations and City departments, and distributed 2,000 surveys asking what City services neighborhood viewed as most important; and

WHEREAS, based on the consultant's study, discussions with the public and with City departments, and Commission deliberations, the Planning Commission submitted a recommendation on neighborhood planning and assistance to the Mayor and City Council July 16, 1987; and

WHEREAS, the Land Use Committee reviewed the findings and recommendations of the Planning Commission held a public hearing thereon and recommends implementation of a neighborhood planning and assistance program, now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE:

SECTION 1. OBJECTIVES

In establishing the Neighborhood Planning and Assistance Program for Seattle the City Council seeks to achieve the following objectives:

1. To create a partnership between the City and its neighborhoods in order to provide the neighborhoods with tools and resources for planning and development which reflect their needs and values.
2. To design City plans, regulations and programs to suit the diverse character and development patterns of the City's neighborhoods.
3. To strengthen and coordinate City departments' responses to neighborhood problems and requests for help.

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE, IT IS DUE TO THE QUALITY OF THE DOCUMENT.

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4. To foster cooperation and concensus among diverse interests within neighborhoods and to encourage the constructive settlement of disputes involving neighborhood groups, prospective developers and the City.

5. To facilitate communication between neighborhoods regarding common concerns.

SECTION 2. PROGRAM

The July 16, 1987 recommendations of the Planning Commission on neighborhood planning and assistance are hereby adopted consistent with the programmatic actions in Attachment A to this resolution.

SECTION 3. 1988 BUDGET

Final 1988 budget decision having to do with neighborhood planning and assistance shall occur as part of the regular 1988 budget process.

ADOPTED by the City Council of the City of Seattle this 26th day of October, 1987, and signed by me in open session in authentication of its adoption on: 26th day of October, 1987.

Virginia Gale
Pro Tem President of the City Council

Filed by me this 26th day of October, 1987.

ATTEST: Norman J. Brooks
City Comptroller and City Clerk

BY: Theresa Dunbar
Deputy

Attachment A

The following actions shall be taken to implement Resolution 27709 establishing a Neighborhood Planning and Assistance Program for the City of Seattle.

1. Community Service Centers

- a) The number of community service centers shall be increased from nine to twelve to serve underserved neighborhoods.
- b) The boundaries of community service center catchment areas shall be redrawn to correspond more closely to community needs. Each catchment area shall have its own community service center. Tentative boundaries shall be established immediately by the Department of Human Resources with the help of the Planning Commission and in consultation with neighborhood organizations. These boundaries shall be subject to revision by the City Council after review by the Office of Neighborhoods, the City Neighborhood Council, the District Council's and neighborhood organizations.
- c) To the extent practical community service centers shall provide ample meeting space at consistent locations for public meetings of neighborhood groups and citizens.

2. Neighborhood District Councils

- a) Each of the community service center catchment areas shall be designated as a neighborhood district. The boundaries of the neighborhood districts, when combined with other districts, shall correspond to the extent possible with other City service areas such as police, health and parks.
- b) Each neighborhood district shall have a District Council consisting of representatives of all community councils and neighborhood business organizations within the district who wish to participate. The District Councils shall be staffed by the community service centers.
- c) The City shall work to provide planning and budget information by neighborhood districts and, to the extent practical, by neighborhood.
- d) District Councils shall provide a forum for consideration of common concerns including physical planning, budget allocations and service delivery and for the sharing of ideas for solutions to common problems.

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- e) Neighborhood business and residential groups will continue to determine their own boundaries and will remain free to deal directly with City departments and elected officials as they have in the past.

3. City Neighborhood Council (CNC)

- a) Each District Council shall select one residential and one business district representative to serve on a City Neighborhood Council.
- b) The responsibilities of the City Neighborhood Council shall include i) review and recommendations regarding City budget issues including the general fund, capital and block grant budgets and the Neighborhood Matching Fund; ii) advice on policies necessary to the first year implementation of the Neighborhood Planning and Assistance Program.
- c) The Council shall be staffed by the City's Office of Neighborhoods.

4. Office of Neighborhoods

- a) The Office of Neighborhoods shall be established effective January 1, 1988.
- b) Staffing for the Office shall include a Director appointed by the Mayor and approved by the Council, a neighborhood planner (transfer from DCD), a program coordinator, and an administrative specialist. Funds for a consultant to develop mediation strategies shall be provided.
- c) During 1988 the Office shall have primary responsibility for the implementation of the Neighborhood Planning and Assistance Program and for recommending to the Council modifications and additions to these policies as necessary. Implementation will include: the establishment of the neighborhood district boundaries; the establishment of the City Neighborhood Council; the development of criteria and procedures to guide the implementation of the Neighborhood Matching Fund; the formulation of procedures for budget and block grant reviews; the development of mediation strategies; the

preparation of a "Neighborhood Planning Handbook" in cooperation with the Office of Long Range Planning; and the examination of early neighborhood involvement in project review.

- d) The Office shall have responsibility for the following ongoing activities: mediation services for land use disputes referred by developers, neighborhood organizations, or the Department of Construction and Land Use; staff support for the City Neighborhood Council; management and oversight of the Neighborhood Matching Fund; close cooperation with the Office of Long-Range Planning and the Department of Community Development in the updating of the Comprehensive Land Use Plan; close cooperation with the Community Service Centers in the development and facilitation of neighborhood organizations and leadership; cooperation with the Office of Management and Budget in the development of budget information organized by neighborhood districts; leadership and staff support for the Interdepartmental Neighborhood Coordinating Committee; maintenance of the community organization mailing list.

5. Budget Review

- a) Opportunities for neighborhood involvement in the City budget process shall be created and maintained. The City shall provide budget information by district and, if practical, by neighborhood.
- b) Procedures for budget review and comment by neighborhood organizations and District Councils shall be developed for Council approval. Neighborhood organizations and District Councils shall be provided the opportunity to initiate budget proposals for neighborhood projects. The Mayor's budget recommendations to the Council shall include a report containing departmental responses to neighborhood budget initiatives and to the City Neighborhood Council's budget recommendations.
- c) The City Council shall consider the recommendations of the City Neighborhood Council and the comments of neighborhood organizations and District Councils in its review and actions on the City budget.

6. Neighborhood Planning

- a) The opportunities for neighborhood-generated planning shall be expanded. Additional resources shall be made available through the Neighborhood Matching Fund (see

item 8 below) to support the preparation of neighborhood plans by community councils and business district organizations.

- b) The criteria for allocation of such resources, the standards for directing plan preparation, and the procedures for City review and approval of neighborhood plans shall be prepared by the Office of Neighborhoods in consultation with the Planning Commission, the City Neighborhood Council and District Councils, and shall be submitted to the City Council for approval.
- c) Community Overlay Zones may be recommended to permit implementation of unique zoning controls proposed in neighborhood plans which have been approved by the Council.
- d) The City may continue to prepare sub area plans which reflect City priorities and urgent needs. In appropriate cases, neighborhood-generated, DCD and/or OLP planning may be combined.

7. Comprehensive Plan Updates

- a) The Comprehensive Land Use Plan shall be updated on a regular cycle and on a geographic basis tied to the neighborhoods districts described above.
- b) The District Councils and neighborhood organizations shall play advisory roles in the updating of the comprehensive plans in the areas for which they are responsible including participation in the scoping of priorities and review of staff recommendations.
- c) Neighborhood plans, including neighborhood-generated plans whose land use recommendations have not yet been implemented by the City, shall be given primary consideration in the scoping of issues for comprehensive plan updates. Land use recommendations not acted on by the Council prior to or as part of the next related comprehensive plan update for the area shall lapse.
- e) The Office of Long Range Planning shall have primary responsibility for comprehensive plan updates. OLP shall cooperate with the Office of Neighborhoods, the District Councils and the City Neighborhood Council to ensure that coordination with City departments and neighborhood organizations occurs.
- f) Elaboration of the Comprehensive Plan Update procedures and policies shall be approved by separate Resolution.

8. Neighborhood Matching Fund

- a) A Neighborhood Matching Fund shall be established. In 1988 the contribution shall be \$200,000 including \$100,000 from block grant funds and \$100,000 from the general fund. In 1989 the contribution to the fund shall be \$1,500,000 including \$500,000 from block grant funds and \$1,000,000 from the general fund.
- b) The fund shall be disbursed in matching grants to community councils and business district organizations to address problems they have identified. Matching requirements may be met by cash or in-kind contributions. At least \$750,000 per year beginning in 1989 shall be allocated from the Matching Fund to low-income neighborhoods.
- c) More than half the matching fund shall be expended on improvement projects; a smaller amount shall be available to assist in the funding of neighborhood-generated planning efforts which offer the prospect of significant public and/or private sector action.
- d) The Matching Fund shall be administered through the Office of Neighborhoods in consultation with the City Neighborhood Council. The District Councils and then the City Neighborhood Council shall rate and rank the eligible applications for the Matching Fund. Awards shall be made at least twice a year after Office of Neighborhoods recommendation and Council approval.
- e) Matching Fund dollars shall not be used to replace dollars which would otherwise have been available to the neighborhoods from the City.

9. Communications Assistance

- a) A community organization mailing list shall be maintained by the Office of Neighborhoods and made available to all City departments and neighborhood groups.
- b) DCLU's General Mailed Release (GMR) shall be publicized on Channel 28, the Public Access Channel.
- c) The City will assist community organizations in producing and distributing neighborhood newsletters and will prepare City supplements for periodic insert in daily and weekly newspapers.

10. Interdepartmental Neighborhood Coordinating Committee

- a) An interdepartmental neighborhood coordinating committee (INCC) shall be created under the leadership of the Director of the Office of Neighborhoods and shall be made up of the planning agencies and operating departments that deliver services to neighborhoods.
- b) The INCC's functions shall include i) coordination of departmental responses to neighborhoods ii) monitoring of commitments made by the City to neighborhoods; iii) identification and evaluation of ways that the City can be more responsive to neighborhoods.

11. Early Project Review

The Office of Neighborhoods (see below), and the Department of Construction and Land Use shall explore during 1988 whether neighborhood organization and/or District Councils should be involved in earlier review of public and private develop proposals and whether expedited permit processing could be achieved in connection with such early review.

12. 1988 WORK PROGRAM

- DCD - Department of Community Development
- OMB - Office of Management and Budget
- DHR - Department of Human Resources
- ON - Office of Neighborhoods
- CNC - City Neighborhood Council
- NDC - Neighborhood District Councils
- PC - Planning Commission
- CC - City Council

Task	Responsibilities	Time
1. Establish Office of Neighborhoods.	Mayor	1/1/88
a. Appoint Director	Mayor/CC	3/1/88
b. Hire/designate Staff	ON	4/1/88
2. Establish tentative neighborhood district boundaries, convene District Councils, organize City Neighborhood Council.	DHR/PC	2/15/88

Task	Responsibilities	Time
3. Establish Interdepartmental Neighborhood Coordinating Committee.	Mayor	4/1/88 (or earlier)
4. Expand Neighborhood Planning		
a. Develop criteria, standards and procedures for adoption of neighborhood-generated plans.	ON/CNE/DCD/OLP/PC/CC	7/1/88
b. Prepare Neighborhood Planning Handbook.	ON/DCD/OLP	7/1/88
c. Make initial planning awards.	ON/OMB	10/1/88
5. Establish Neighborhood Matching Fund		
a. Develop procedures for application and review, criteria for selection, criteria for neighborhood matching requirement and mechanisms for oversight.	ON/CNC/CC/PC	7/1/88
b. Make initial awards.	ON/CNC/CC	10/1/88
6. Budget and Block Grant Review		
a. Develop budget report which shows to extent possible the allocation of block grant, capital and general fund budgets by neighborhood and by district.	OMB/ON	7/1/88
b. Establish procedures for presentation, review and ranking by neighborhood organizations, District Councils and City Neighborhood Council.	ON/OMB/CNC/NDC	7/1/88

Task	Responsibilities	Time
7. Establish Mediation Service		
Develop policies procedures, and related legislation for implementation in land use area.	ON/DCLU/CNC/CC	9/1/88
8. Establish Program for Comprehensive Plan Update.	OLP/ON/SNC/PC/CC	7/1/88
9. Establish community organization mailing list.	ON	3/1/88
10. Explore early neighborhood project review and accelerated project permit processing.	ON/DCLU/PC	12/31/88
11. Refine neighborhood district boundaries.	ON/DHR/CNC/NDC	9/1/88