

Magnolia/Queen Anne District Council Bylaws

Amended and Restated April 24, 2014

ARTICLE 1. Name, Purpose, and Charter.

1.1. Name. The organization shall be known as the Magnolia/Queen Anne District Council.

1.2. Purpose. The purpose of the Magnolia/Queen Anne District Council (MQADC) is to provide a forum for exchange of ideas and issues between local government entities and community organizations in the Magnolia/Queen Anne area; for the consideration of common concerns, including physical planning, budget allocations and service delivery; and for the sharing of ideas for solutions to common problems. The functions of the MQADC shall include, but not be limited to:

- a. rating and ranking Neighborhood Matching Fund applications
- b. participating in the City's budget priorities process
- c. participating in the City's neighborhood planning process
- d. participating in the City Neighborhood Council (CNC)

Neighborhood organizations will continue to determine their own boundaries and will remain free to deal directly with City departments and elected officials.

1.3. Charter. The MQADC is organized under the provisions of Seattle City Council Resolutions 27709, 28115, 28948, 29015 and their respective attachments, which create and describe the role of District Councils and the CNC.

ARTICLE 2. Boundaries.

2.1. Boundaries. That area bounded by the construction limit lines and the outer harbor line along Salmon Bay Waterway and the Lake Washington Ship Canal to the north; Westlake Avenue and Broad Street to the east; Denny Way to the south; and Elliott Bay/Puget Sound to the west, provided that these boundaries shall not restrict the MQADC in any way from issuing comments or recommendations on subjects outside these boundaries.

ARTICLE 3. Membership.

3.1. Membership. The MQADC shall consist of neighborhood and business organizations within the District boundaries that wish to participate, that meet the membership criteria set out in Section 3.2, and that are approved by a majority vote of the MQADC.

3.2. Membership Requirements. Each Member Organization shall meet the following criteria:

- a. Shall provide the names and the contact information for the group and its officers and shall represent its status as an active organization.
- b. Shall hold at least one general membership meeting annually that is open to the public and shall have a process by which officers are chosen.
- c. Shall publish and distribute a newsletter, establish and maintain a website, provide a method of electronic communication, and/or otherwise notify its members of meetings and activities. Notice of meetings shall be given in a timely manner.
- d. Shall not discriminate against any individual or group because of race, religion, creed, color, sex, marital status, sexual orientation, income, ancestry, national origin, or the presence of any sensory, mental, or physical handicap.
- e. Shall commit to attendance at a minimum of 75% of MQADC meetings

3.3. New Memberships. Neighborhood and business organizations that meet the criteria outlined in Section 3.2 shall apply in writing for membership consideration. The Executive Committee (as described in Section 5.2) will review applications, determine whether applicants meet the membership requirements, and make a recommendation for action by the MQADC. Applicants that meet the requirements will be approved as members by majority vote of the MQADC.

3.4. Re-certification. In even numbered years (starting in 2010), Member Organizations shall provide updated contact information for the group and its officers.

3.5. Representatives. Each Member Organization shall designate one representative and one alternate to the MQADC. Each Member Organization shall have one vote. A Member Organization shall promptly notify the MQADC of any change in its representative or alternate.

ARTICLE 4. Removal of Member Organizations.

4.1. Removal of Member Organizations. Any member can make a motion for removal of a Member Organization. Such motion requires a two-thirds vote to pass. A Member Organization that has been removed may re-apply for membership after one year.

4.2. Member Organization Delinquency. Failure of a Member Organization to submit the re-certification as required in Section 3.4 or to be represented at 75% of the meetings of the MQADC in any twelve (12)-month period shall be good cause for removal.

ARTICLE 5. Officers and Committees.

5.1. Officers. Officers shall include a Chair, a Vice Chair, and a Secretary, who shall not represent the same Member Organization. In odd numbered years, the Chair will be a Queen Anne representative and the Vice Chair a Magnolia representative. In even numbered years, the Chair will be a Magnolia representative and the Vice Chair a Queen Anne representative. Alternates shall be eligible for any office except the Chair. The terms of new officers will commence with the regular January meeting of the MQADC. The Chair shall preside at all MQADC meetings, shall be the official spokesperson to communicate resolutions and actions of the MQADC, shall be a voting member of all committees, and shall coordinate the work of the committees. In the absence of the Chair, the Vice Chair shall assume the responsibilities of the Chair. The Chair may appoint a parliamentarian, subject to Council confirmation. The MQADC shall be staffed by the Neighborhood District Coordinator.

5.2. Executive Committee. The Executive Committee shall consist of the Chair, Vice Chair, and Secretary. The Executive Committee may hold meetings by communicating with each other via e-mail, including voting via e-mail. The record of these meetings will be taken by the Secretary in minutes form. E-mail votes or discussions will be kept in the records of the Chair, Neighborhood District Coordinator, and Secretary, as appropriate.

5.3. Other Committees. The MQADC shall appoint committees as deemed appropriate for its purposes. The chair of any committee shall be appointed by a two-thirds vote of the MQADC. Any District resident or person doing business in the District may serve as a member of any committees. Committees or their members shall not publicly take any position on any question in the name of the MQADC prior to approval by the MQADC. A committee's position on an issue/topic is only a recommendation to the MQADC.

5.4. Task Forces. Task forces may be convened as needed by the MQADC, and a chair shall be appointed by a majority vote of the MQADC. Any District resident or person doing business in the District may serve as chair and member of a task force. Once the assigned task is completed and reported back to the MQADC, the task force shall cease to exist.

ARTICLE 6. City Neighborhood Council Representation.

6.1. Representative. The Chair, or alternate, shall be the representative of the MQADC at the City Neighborhood Council (CNC). The alternate shall be the Vice Chair or another person nominated by the Chair and approved by the MQADC by majority vote.

6.2. Duties. The Chair, or alternate, shall report to the MQADC on each meeting of the CNC and shall perform any instructions whenever the MQADC votes to provide such instruction. Minutes of the CNC shall be available to MQADC members upon request of the Chair.

6.3. Election of CNC Committee Representatives. At the January meeting, the MQADC

shall elect representatives to CNC committees, if requested by the CNC. These representatives shall report to the MQADC on a regular basis.

ARTICLE 7. Meetings of the District Council.

7.1. Meetings and Notice. All meetings shall be open to the general public and shall be held within the District in handicapped accessible places to the maximum extent feasible. All meetings shall be held at times other than normal business hours. To the extent feasible, notice of MQADC meetings shall be published in neighborhood newspapers of general circulation.

7.2. Regular Meetings. The MQADC shall have regular meetings at least four (4) times per year, with an annual meeting in January. No vote shall be taken upon an issue unless that issue has been clearly identified on the agenda for the meeting. The agenda for the meeting shall be mailed, or e-mailed, to the members no less than seven (7) days prior to the meeting date.

7.3. Special Meetings. The Chair may call special meetings of the MQADC at any time and shall call special meetings when requested to do so by a majority of the members. Special meetings called for a limited purpose shall be so identified in the notice of the meeting. All representatives shall be notified in a timely manner of the date, time, location, and purpose of the special meeting.

7.4. Joint Meetings. The MQADC may meet jointly with other District Councils for the joint consideration of matters of common interest. A joint meeting may be held in either district shall comply with Section 9.1.

ARTICLE 8. Rules of Order.

8.1. Use of Robert's Rules. Robert's Rules of Order (latest edition) shall govern the meetings of the MQADC.

8.2. Quorum. The presence of a simple majority of the representatives of the Member Organizations shall constitute a quorum. A vote on any action requires the presence of a quorum.

8.3. Majority. A vote on a procedural matter shall require a simple majority. A substantive motion shall require a two-thirds majority. A substantive motion is one which expresses an opinion on a policy issue or a recommendation to a governmental body.

ARTICLE 9. Amendments.

9.1. Amendments. Any motion to amend these bylaws shall be stated in writing and distributed at a regular meeting of the MQADC. No vote shall occur prior to the following meeting. A two-thirds majority is required for adoption.

9.2. The District Council shall review these bylaws as needed.

We certify that the above bylaws are a true copy as amended on April 24
2014, by the Magnolia/Queen Anne District Council.

Lauren Balter, Chair



Carol Burton, Secretary



