

## SOUTHEAST DISTRICT COUNCIL BYLAWS

The Southeast District Council is organized under the authority of, and pursuant to, the provisions of Attachment A to Seattle City Council Resolution 27709, adopted October 27, 1987 and revised by Seattle City Council Resolution 28115, adopted December 18, 1989 to discharge the duties of a District Council as outlined therein. District Councils shall not usurp nor diminish the actions and activities of existing neighborhood and business organizations in their roles of dealing with the City. District Councils shall be a forum to encourage development of consensus, and to foster cooperation amongst local organizations.

### GOAL OF CITY: NEIGHBORHOOD-DISTRICT PARTNERSHIP

Neighborhood planning and assistance is a partnership to:

1. Strengthen existing neighborhood-based groups and associations and help those interested in creating new groups to reflect the needs of the community.
2. Assist neighborhood organizations with planning projects and procuring or developing resources which reflect their needs and values.
3. Design City plans, regulations and projects to suit the character of individual neighborhoods, including policies and implementation in the land use area and code.
4. Strengthen and coordinate responses of City Departments to neighborhood problems.
5. Foster cooperation among diverse interests within and among neighborhoods and districts.
6. Encourage citizen participation in the City budget process, including initiation of budget proposals.

### PURPOSES

Southeast District Council shall provide a means for cooperative actions by southeast organizations with all branches of City Government including Parks and Schools; to encourage City actions, or lack thereof, to solve problems.

The Southeast District Council will provide a forum to disseminate information and to encourage discussion of mutual problems among residents, businesses and community organizations. The District Council shall provide a forum to consider common concerns, including physical planning and budget allocations, and to share ideas for solutions to common problems.

### OBJECTIVES

The Southeast District Council, in partnership with the City of Seattle, will work with City staff in neighborhood planning and assistance functions, including, but not limited to:

1. Encourage and facilitate coalitions of southeast organizations to develop and act on solutions for problems in southeast Seattle.
2. Encourage activities that include and represent the diverse cultural and ethnic groups in Southeast Seattle.
3. Increase citizen awareness of City actions by providing timely and accurate information to citizens about developments that may affect their neighborhoods.
4. Help neighborhoods and district identify problems (e.g. need for public facilities, street improvements, police protection, code enforcement), formulate possible solutions, counsel concerning appropriate and/or needed actions to get results.
5. Set priorities for actions on solutions to problems.
6. Develop recommendations for City neighborhood priorities, including budget review and comment plus budget initiatives.
7. Recommend policies and procedures to permit zoning to keep the special character and qualities of individual neighborhoods.
8. Support development or update of neighborhood plans.
9. Provide a forum to discuss problems in Southeast Seattle.

#### **ARTICLE I—NAME**

The name of the District Council shall be the Southeast District Council (SEDC).

#### **ARTICLE II—BOUNDARIES**

The Southeast District Council includes the area as outline below:

- Bounded on the north by the I-90/Sam Smith Park
- Bounded on the south by the Seattle city limits
- Bounded on the east by Lake Washington
- Bounded on the west by Rainier Avenue South to Martin Luther King Way, then Martin Luther King Way to the city limits.

The District includes all or part of Census Tracts, 93, 94, 95, 100, 101, 102, 103, 104, 110, 111, 117, 118, and 119 and all areas within the boundaries of the founding member groups.

The Southeast District Council recognizes that some organizations and associations that straddle or are adjacent to these boundaries may consider Southeast their primary district and as such wish to participate in the council. The council may extend invitations to these groups to participate fully in the Southeast District Council, including activities and

meetings. However, any such members must apply for Matching Fund and Street Fund monies within their technical boundaries.

## **ARTICLE III—MEMBERSHIP**

### **SECTION 1.**

The criteria for membership are contained in paragraph 2(a) of Attachment A to Seattle City Council Resolution 27709, and Resolution 28115 resulting in revisions to Attachment A.

District Councils shall consist of representatives of all community councils, membership-based organizations, and neighborhood business associations within the District that wish to participate. Other community stakeholders may be added at the discretion of the District Council by two-thirds (2/3) vote if inclusion of the stakeholder for membership will advance the goal of the District Council to “reflect the geographic, racial, cultural and economic characteristics” of Southeast Seattle, as outlined in City Council Resolution 28115.

### **SECTION 2.**

Member groups must operate in accordance with some form of written democratic principles and procedures; must hold open, regular meetings; elect officers or representatives; and may not permit restrictions on membership based on race, creed, color, gender or national origin, nor may any such restrictions apply in practice.

### **SECTION 3.**

Each organization shall have one (1) voting member and one (1) alternate on the Southeast District Council. Member organizations shall choose their representatives according to their own procedures. Representatives shall act as liaisons between their organizations and the SEDC, and will represent the opinions and interests of the member organization. An alternate may be designated by the organization. Only one member per organization may vote on any given issue. The general public is welcome to participate in all general meetings at the discretion of the duly elected President of the SEDC.

### **SECTION 4.**

Current member groups are:

- Angel/Morgan P-Patch
- Columbia City Business Association
- Columbia Place Residential Council
- Courtland Action Team
- Eritrean Association
- Genesee Merchants' Association
- Hillman City Business Association
- Hillman City Neighborhood Alliance
- HomeSight/Community Safety Initiative (CSI)
- Homestead Community Land Trust
- Lakewood/Seward Park Neighborhood Association
- Legacy for Equality, Leadership and Organizing (LELO)
- Mt. Baker Community Club
- Mt. Baker Housing Association
- NewHolly Neighborhood Clubs
- Othello Neighborhood Association (ONA)
- Racial Disparity Project
- Rainier Beach Coalition for Community Empowerment

Rainier Beach Community Club  
 Rainier Beach Merchants' Association  
 Rainier Othello Safety Association (ROSA)  
 Rainier Valley Chamber of Commerce  
 South East Effective Development  
 SouthEast Seattle Arts Council (SESAC)  
 Southeast Seattle Crime Prevention Council  
 South Lake Improvement Committee  
 Tenants Union  
 Vietnamese American Economic Development Association (VAEDA)

#### **SECTION 5.**

New member groups that meet the criteria outlined in Sections 2 and 3 may apply in writing for membership consideration. New members will be voted on to SEDC by majority vote.

#### **SECTION 6.**

Existing members shall be required to attend at least four (4) meetings within a twelve (12) month period in order to maintain membership and encourage the active and educated participation of member groups. Members who do not do so shall be immediately notified in writing that their membership is in jeopardy. If this failure to participate continues for 6 additional months, they shall automatically lose their membership and must wait at least 12 months to re-apply.

### **ARTICLE IV—OFFICERS**

#### **SECTION 1.**

The Council shall elect by majority vote a President, Vice-President, Secretary, Treasurer, one (1) delegate to the City Neighborhood Council (CNC), and one (1) delegate to the City-Wide Review Team. These officers shall also serve as the Executive Committee for the District Council. All officers shall be from the voting membership of the Southeast District Council.

Terms of office shall be one (1) year; individuals can be re-elected twice (2) to serve a maximum of three terms in one office.

#### **SECTION 2.**

Terms of office shall be January 1 to December 31. Nominations shall be received in November, with voting to take place in January of the following year. If an office is vacated mid-term, a special election shall be held to complete the term. All officers are subject to removal for cause. The President shall be the official spokesperson of the SEDC.

#### **SECTION 3.**

The duties of the officers include:

##### **A. PRESIDENT:**

- 1) Serve as Executive Officer of the council and as ex-officio member of all committees.
- 2) Provide coordination and direction for Council activities.

- 3) Chair any Executive Committee.
- 4) Be the official spokesperson of the SEDC.

**B. VICE-PRESIDENT:**

- 1) Make arrangements and coordinate operations of committees.
- 2) Serve as President in absence of President.
- 3) Serve on Executive Committee

**C. SECRETARY:**

- 1) Record minutes of Council and Executive Committee meetings
- 2) Maintain permanent files of records, minutes, membership etc.
- 3) Responsible for mailings and notices to Council members.
- 4) City staff shall assist the Secretary with clerical help.

**D. TREASURER:**

- 1) Responsible for all monetary matters before the SEDC.
- 2) Maintain records of funds received by the SEDC.

**E. DELEGATES TO CITY NEIGHBORHOOD COUNCIL (CNC):**

- (1) Delegates shall represent the SEDC and the interests of southeast Seattle on the City Neighborhood Council.
- (2) Delegates shall report regularly to the SEDC. Such reports may be written or oral and may be joint or separate.
- (3) Delegates are subject to instruction by SEDC Council policies and resolutions.

**F. DELEGATES TO CITY-WIDE REVIEW TEAM:**

- (1) Delegates shall represent the SEDC and the interests of southeast Seattle on the City-wide Review Team
- (2) Delegates shall report regularly to the SEDC. Such reports may be written or oral and may be joint or separate.
- (3) Delegates are subject to instruction by SEDC Council policies and resolutions.

**ARTICLE V—COMMITTEES**

The Council shall have both standing and ad hoc committees. The Committee Chair must be a voting member of the SEDC.

#### **SECTION 1. EXECUTIVE COMMITTEE**

The Executive Committee shall be the operating agent of the Council. Members will be the elected officers. This committee will see that policies of the Council are implemented; will formulate the agenda of the Council meetings; and will discuss and make recommendations of issues when appropriate.

#### **SECTION 2. OTHER STANDING COMMITTEES:**

Standing committees shall submit a Statement of Purpose, which after approval shall be part of the standing rules of the SEDC. New standing committees will be formed as needed. Participation and voting will follow provisions of Article III above.

#### **SECTION 3. INITIAL STANDING COMMITTEES SHALL BE:**

Neighborhood Street Fund/Capital Improvements Program Review  
Budget Review  
Neighborhood Matching Fund Grant Application Evaluation

These committees shall be formed in January of each year.

#### **ARTICLE VI—CITY PARTICIPATION**

Southeast Neighborhood Service Center and the Department of Neighborhoods shall assist the Executive Committee and the other committees of the Council as needed and/or requested. Examples of assistance:

1. Serve as liaison among the City, the Council, southeast communities and organizations and other governments.
2. Furnish background information available from the City to facilitate operations of the Council and its committees.
3. Process minutes, reports, and correspondence from the Council.
4. Perform public information functions.

#### **ARTICLE VII—MEETINGS**

The Council shall meet monthly (except December) on the day and time approved by the voting members. The President may call additional meetings. All meetings shall be open to the general public and shall be held at handicapped-accessible, public places within the district. Meetings shall be held at times other than normal business hours and days.

Meetings shall be conducted under Robert's Rules of Order (revised) at the President's discretion, unless the Council adopts substitute rules. The President shall appoint a Parliamentarian for the Council.

A quorum to validate actions shall be as follows:

- 1) On items occurring the day of the meeting with no notification, by 40% of the voting members of the Council (to the nearest whole number).
- 2) On items where at least seven (7) days notice by mail or email has occurred, by simple majority of present voting council members.

## **ARTICLE VIII-BY-LAWS**

### **SECTION 1.**

Adoption of these bylaws shall occur when approved by majority vote of the representatives in attendance at a regular meeting of the Council, provided that written notice of the proposal of these bylaws shall have been given at least one week before the meeting. Upon adoption, a full set of the bylaws, any amendments, shall be certified by the President and Secretary and filed with the Department of Neighborhoods. A copy shall also be filed with the Southeast Neighborhood Service Center. Copies shall be given to each member group.

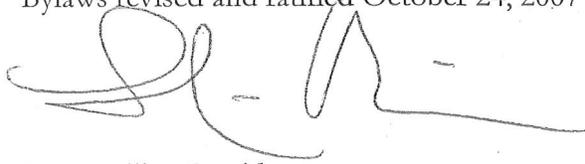
### **SECTION 2.**

The bylaws adopted in accordance with Section 1, shall be ratified at the next regular meeting of the Southeast District Council.

### **SECTION 3.**

Any SEDC member may propose an amendment to the bylaws. The amendment(s) shall be approved by a two-thirds vote of the total members of the Council at any regular meeting thereof, provided that proposed change(s) have been presented at a prior meeting. There shall be no voting by proxy. Voting may be postponed if Council members want more time for review by any member-group organizations.

Bylaws revised and ratified October 24, 2007

A handwritten signature in black ink, appearing to read 'L. Miller', with a horizontal line extending to the right.

Leslie Miller, President  
Southeast District Council