

Chris,

On behalf of the Southeast Neighborhood District Council, please accept this formal application for an "At-large" membership to the CNC. In order to support the newly created application process in a timely manner, only community councils who have voted not only to create the SENDC but also voted on applying for an at-large membership to the CNC are included in the application. As more associations and neighborhood councils formally join the Southeast Neighborhood District Council, we will provide their information.

All of the required documents are included, and I believe all of the questions have been thoroughly answered.

The Southeast Neighborhood District Council (SENDNC) looks forward to next week's meeting and hopes the membership is approved.

Thank you all for your thoughtful consideration,

Tom Acker

APPLICATION FOR AT-LARGE POSITION ON THE CITY NEIGHBORHOOD COUNCIL

[Application materials may be in electronic form, on paper, or both, and should be submitted to the CNC chair. See background below.]

1. Official name of your organization. Southeast Neighborhood District Council
2. Official address of your organization.

Until further notice:

Attention Pat Murakami
2811 Mt. Rainier Drive South
Seattle, Wa 98144

3. Officer(s) and their phone and e-mail addresses.

Pat Murakami, President

Pat@networksupportgroup.net

Phone (206) 478-9038

Dolores Ranhofer, Vice-President

d.ranhofer@earthlink.net

Phone (206) 384-7493

Dr. Bassim Dowider, Secretary

Handfulofdimes@yahoo.com

Phone (Private)

4. Official purpose(s) of your organization:

The Southeast Neighborhood District Council is a forum to connect residents, business, and property owners with each other and the City of Seattle. Our mission is to create a safe, welcoming, prosperous, and respectful community. We strive to foster diversity; develop and maintain a spirit of friendliness and cooperation; promote and achieve greater progress in the life of the community; sponsor, assist, and encourage positive social activity and recreation; and secure and disseminate reliable information on important subjects effecting the lives, homes, and businesses of the district.

5. If your organization is a coalition of organizations, please list the organizations that belong to it, and notify us of any changes while this application is being considered.

[Mount Baker Community Council](#)
[Hillman City Business Association](#)
[South Seattle Crime Prevention Council](#)
[Othello Neighborhood Association](#)
[Lakewood Seward Park](#)

* There are 4 other community councils/business associations that have votes pending but cannot legitimately be called part of the organization at this time. The application is being rushed so it can be reviewed at the CNC meeting next Monday.

6. Please: (a) describe the constituency or constituencies that your organization represents;

See By Laws attached below for geographic boundaries.

(b) explain why an at-large position would make the City Neighborhood Council's membership more reflective of the City's diverse population (as is required by Res. 28948 for the addition of at-large positions to the CNC);

Answer:

Since 2005, community members have tried without success to engage the Southeast District Council in mediation to reconcile differences and restore democracy and fair representation to the Southeast District Council. Every attempt to reach out to the SEDC was rebuffed.

During this time the SEDC advocated for and won approval of Detached Accessory Dwelling Units (DADU's) over the strenuous objections of the SEDC's founding member groups. As you know, every other community council in Seattle opposed the DADU legislation. Only southeast Seattle has been re-zoned as a result of the misrepresentations made by the SEDC, affecting at least 19,000 residential properties.

Following on the heels of the DADU episode the SEDC began working with the city to implement the Community Renewal Act in southeast Seattle. If approved, the CRA designation would have resulted in large sections of southeast Seattle declared "blighted", affecting property values and making home loans harder to obtain and at higher interest rates. Homeowner's insurance and business loans would have been more difficult to obtain or at increased costs. Of course, the most serious consequence of the CRA plan would have been the city's ability to 'take' private property through eminent domain and hand over those properties to private developers. Only southeast Seattle neighborhoods faced this threat.

Despite overwhelming objection from the community, the SEDC leadership scheduled a vote to support the city's CRA plan. The community rose to its feet and stopped approval of the CRA plan in southeast Seattle. Once again, our district council had demonstrated loyalty to a city agenda and a callous indifference to the will of the majority of residents of our community.

The CRA experience was the last straw. Grassroots efforts were begun in early 2008 to organize the community behind a new 'council of council's' in order to restore the voice of the community. The founding members of the original Southeast District Council began holding meetings to create the new council which eventually became known as the Southeast Neighborhood District Council. The name emphasizes 'Neighborhood' because that is who we are.

More than six months were devoted to the creation of new bylaws which are the most comprehensive and inclusive of any district council in Seattle. The founding member organizations first approved the bylaws, creating a framework for a future district council. The second vote was to establish the Southeast Neighborhood District Council (SENDNC). The third vote was to authorize the SENDNC to pursue at-large membership on the City Neighborhood Council.

The Southeast Seattle Crime Prevention Council, a founding member of the Southeast District Council (SEDC), voted to formally suspend membership in the SEDC in 2007 based upon the SEDC's failure to abide by their own bylaws. In a final optimistic gesture, the SSCPC voted to suspend membership in the district council rather than cancel our membership. To the end, we had hoped the Southeast District Council might be restored to its proper form and function. As you know, that has yet to happen.

The SSCPC, together with other community councils and business associations, formed the new Southeast Neighborhood District Council in September 2008. It is our hope that the City Neighborhood Council will embrace at-large membership for our new district council.

and (c) explain why CNC should not expect your organization to be represented by one or more of the existing district councils that have official seats on the CNC.

Answer: Southeast Seattle, similar to other districts, has issues unique to the community which cannot be represented by other neighborhood district councils.

7. Please attach to your application the following documents:

(a) your organization's by-laws or constitution and any articles of incorporation; **(Attachment A)**

(b) the part of your organization's minutes in which a vote was taken to submit this application to CNC for an at-large position; **On September 9, 2008 a formal motion was made, voted on, and approved for the Southeast Neighborhood District Council to submit an application for an at-large membership to the CNC. (The minutes have not been formally approved until the next meeting)**

(c) if your organization is a coalition of organizations, provide letters of support for the application from a majority of the member organizations;

Answer: See Attachments

(d) documentation that your organization operates according to democratic principles and procedures, does not restrict membership, and holds at least one general membership meeting a year that is open to the public, at which elections are held; and

(See Attachment A)

(e) any other documents or information that you feel will help the City Neighborhood Council in evaluating your application.

Answer: One relevant document would be the formal request filed with the City Auditor's Office. The audit has been approved and the CNC is in receipt of the document which outlines many of the SEDC irregularities & potential ethical concerns raised by the community.

Thank you for your interest in the City Neighborhood Council! Below is background about the process.

BACKGROUND

City Council Resolution 28948 (1994) states that "Each District Council Chair or a designated alternate, shall serve on a City Neighborhood Council. Additional positions may be added by the City Neighborhood Council, as needed, in order to make the membership reflective of the City's diverse population."

CNC's bylaws section 2.2 states: "At-large. As provided in Paragraph 3a to Resolution 28948, additional positions may be added by the CNC as needed. To be considered for at-large membership, an organization shall submit an application, accompanied by any supporting materials, in such form as the Executive Committee may adopt from time to time. Upon review of the application by the Executive Committee to ensure that all minimum requirements for membership are met as set forth in Section 2.3 below, this Committee will promptly make a recommendation to the full CNC for action. Any proposed recommendation for an at-large membership shall be approved by a two-thirds (2/3) majority vote at a CNC

regular meeting following introduction of such proposed recommendations at a prior regular CNC meeting. At-large memberships shall serve a one year term on the CNC and may, by a two-third majority vote, be reappointed by the CNC.”

CNC’s by-laws section 2.3 states: “At-large Membership Requirements: To be considered for at-large membership, a community-based organization must meet the following minimum requirements: (1) Operate in accordance with democratic principles and procedures under a written constitution or bylaws that do not permit restrictions on membership; (2) Hold at least one general membership meeting annually that is open to the public and at which elections are held; and (3) Have an active membership of at least ten individuals and/or businesses who reside in Seattle.”

Attachment A

July 2008 – Founding Bylaws

SOUTHEAST NEIGHBORHOOD DISTRICT COUNCIL BYLAWS

The Southeast Neighborhood District Council (SENDC) is organized under the authority of, and pursuant to, the provisions of Attachment A to Seattle City Council Resolution 27.709 adopted October 27, 1987, and Resolution 28.115 adopted December 18, 1989, resulting in changes to Attachment A, to discharge the duties of a District Council under those resolution(s). District Councils shall not usurp nor diminish the actions and activities of existing neighborhood councils and business associations in their roles of dealing with the City. District Councils shall be a forum to encourage development of consensus, and to foster cooperation among local councils/associations.

PURPOSE

The SENDC will provide a forum to disseminate information and to encourage discussion and consideration of concerns and opportunities among residents, community councils and business associations, and will help foster ways to take action to address those shared concerns and opportunities. The SENDC will facilitate public discussion of any issues affecting SE Seattle that are brought forth by any SE Seattle resident, business owner, or member council/association.

APPROACHES

1. Increase citizen awareness of City actions by providing timely and accurate information about developments that may affect their neighborhoods in languages that are representative of the community and in such a manner that residents without email access receive necessary communications.
2. Influence City plans, regulations and projects to suit the character of individual neighborhoods, including policies and implementation of land use code. Encourage citizen participation in the City budget process, including initiation of budget proposals.
3. Strengthen and coordinate responses of City Departments to neighborhood problems.
4. Help neighborhoods to: identify common problems (e.g. need for public facilities, street improvements, policy protection, code enforcement); formulate possible solutions; recommend appropriate and/or needed actions to get results.
5. Support neighborhood councils and associations with planning projects that reflect the needs of the community. Assist in procuring or developing the necessary resources to complete those projects.
6. Develop recommendations for City neighborhood priorities, including budget review and comment plus budget initiatives.
7. Carefully and responsibly recommend zoning (in compliance with Neighborhood Plans) to preserve the special character and qualities of individual neighborhoods.
8. Steward for the development, update and implementation of community and resident created SE Seattle Neighborhood Plans, and for initiatives and issues that benefit SE Seattle. Updates to Neighborhood Plans must be communicated to the broader neighborhood affected by the Plans and must be made available in the multiple languages most frequently spoken within those neighborhoods.

9. Provide a forum to discuss issues affecting SE Seattle. Issues may be raised by any SE Seattle resident, business or SE Seattle organization, whether a member council/association or not. Issues, even those considered controversial, will be given time on the agenda of a regular SENDC meeting. Issues will be resolved if possible. If necessary, additional meetings will be held.

10. Encourage coalitions of SE organizations to proactively develop and act on solutions to issues in SE Seattle. Foster cooperation among diverse interests within and among neighborhoods and districts.

11. Encourage and promote activities that include the participation of diverse cultural and ethnic groups in SE Seattle.

ARTICLE I – NAME

The name of the District Council shall be the SE Neighborhood District Council (SENDC).

ARTICLE II – BOUNDARIES

The SENDC includes the area bounded on the north by the I-90/Sam Smith Park, on the south by the City Limits, on the east by Lake Washington and on the west by the foothills of Beacon Hill/Cheasty Greenbelt until South Myrtle Street, where the west boundary becomes Martin Luther King Way South.

The District includes all or part of Census Tracts 89, 93, 94, 95 100, 101, 102, 103, 104, 110,111, 117, 118, and 119 and all areas within the boundaries of the founding member associations.

The above boundaries include those neighborhoods that consider themselves residents of the Rainier Valley due to the geographic wall created by Beacon Hill. This area includes part of the Greater Duwamish District Council. Any community council or business association whose boundaries are in both Districts are encouraged to participate in both District Councils. Any applications for Matching Fund, Street Fund, or other City monies must be made within the official District for that organization, based upon City of Seattle District boundaries.

ARTICLE III – MEMBERSHIP

SECTION 1

The criteria for membership are contained in Paragraph 2 (b), Attachment A to Seattle City Council Resolution 27.709 as modified by City Council Resolution 28.115.

“District Councils shall consist of representatives of all Community Councils and neighborhood’s business organizations within the District who wish to participate. Other representatives may be added at the discretion of the District Council. The District Council will seek to reflect the geographic, racial, cultural and economic characteristics of the district.”

The “Other representatives” referred to in the above City Council Resolution must comply with membership requirements as set forth in Section 3 below.

The founding members shall be the community councils and business associations active in April 1988 when the SENDC was formed.

SECTION 2

A community council is defined as an aggregate of individuals having a common purpose. Additionally, a council must be either neighborhood-based or a democratic council of individuals primarily from SE Seattle.

A business association is defined as an aggregate of businesses, whether for profit or non-profit. Additionally, a business association shall be eligible for membership if it is organized to promote the preservation and enhancement of businesses within SE Seattle, and have as their members, individual SE Seattle business owners or operators who are predominately residents within SENDC boundaries.

Social Service Organizations, Agencies, Programs and Advisory Committees based within the SENDC boundaries, whose mission is to provide direct services to predominately (75% or more) SE District residents shall have one voting membership for the collective organizations, agencies and committees. They must elect their representative and alternate to the SENDC.

To be granted membership, a council or association must meet the following criteria:

1. The council/association must be membership-based, with a mission related to SE Seattle, its residents, neighborhoods and/or businesses. The council/association must be based within SENDC boundaries as set forth in Article II above.
2. The council/association must have written bylaws and operate in accordance with democratic principles and procedures, whose stated purpose reflects values as stated in Article III, Section 2, above. The council/association's bylaws must not permit restrictions on membership based on socio-economic status, race, creed, color, national origin, sex, political ideology, sexual orientation, religion, marital status, any physical, mental or sensory disability, nor may any such restrictions apply in practice. The written bylaws, and the practices of any council/association, must not restrict membership within the council/association on the basis of beliefs or positions on issues.
3. The council/association must hold regular and open meetings at least six (6) times a year and publish public notice of meetings (time, date, location).
4. At least 75% of the council/association's membership must live, own property, or own or operate a business that is located within the boundaries of the SENDC.
5. The council/association must have regular, open elections of their governing boards by the membership, regular, open election of officers, and open selection of the governing body.
6. A business association must have a minimum of 10 member businesses with representatives who reside, own property, or own or operate a business within the boundaries of the SENDC. A community council must have a minimum of 10 members meeting these same criteria. An individual, business or business owner can only be counted as a qualifying member toward one single member council/association.
7. The payment of dues must not be a requirement for participation in a community council or association of individuals, nor alter the nature of the interaction between the organization and the non-dues paying members. Only business associations may charge dues as a requirement for their members to be allowed to vote.

Failure to comply with all of the above criteria will result in the immediate decertification of a member council or association and that council/association's right to vote will be immediately revoked.

SECTION 3

No single individual; individual business or institution, whether for profit or non-profit; program; committee; religious organization; government agency; special interest group; political party; action group; or social service organization of any nature shall be eligible for membership in the SENDC. Fiduciary relationships, other than dues, must be disclosed at all times and shall not constitute membership within an organization. Specifically, a paid staff member cannot act as a representative for a membership-based council/association.

SECTION 4

Each council/association that meets the membership criteria shall choose one (1) voting representative and one (1) alternate representative on the SENDC according to their own bylaws. A voting representative must reside, own property, or own or operate a business within the boundaries of the SENDC. A voting representative may not be an employee of the City, nor employed by an agency that receives more than 10% of their funding from the City, County or State, and must not be receiving remuneration from the City, County or State for work being performed on a contractual basis. Voting representatives may only cast a vote for a single council/association at any given SENDC meeting.

Voting representatives are liaisons between the member council/association and the SENDC. The alternate may vote on issues only when the regular representative is unable to represent the council/association and when the member association represented has taken a specific stand on the issue. Terms shall be on an annual basis.

SECTION 5

A roster of current member councils/associations shall be kept on the SENDC website, including information about their upcoming meetings (date, time and location), and a contact person for that council/association. Such information will be maintained in a timely manner (no more than 15 days after an organization has joined or left the SENDC). The current membership roster will be made available in hard copy to any individuals who do not have access to the internet within 7 days of their request.

SECTION 6

Additional Member Associations: Neighborhood councils and local business associations wishing to become members and to send duly authorized representatives to the SENDC shall submit an application (see Attachment A) for affiliation to the SENDC. The SENDC will determine whether the applicant conforms to Section 2 and will present the application for a vote by the members no later than 60 days after the application was submitted. (60 days may be exceeded if an application is submitted in or just prior to December of each year, but in no event will the vote take place later than the February SENDC meeting.)

SECTION 7

The general public and any groups that do not qualify as members in Section 3 above, are welcome to attend and participate in all general meetings as individuals.

SECTION 8

To ensure valid quorums are in attendance at SENDC meetings where votes are taken, a current roster of member councils/associations will be maintained by the Secretary. The Membership Committee will send a letter to each member council/association to renew their membership. A council/association that fails to respond to the notice and has not had a representative in attendance at any of the previous six (6) meetings may be deleted from the mailings.

Membership in the SENDC must be renewed annually, with renewal applications submitted prior to or at the September SENDC meeting. The membership year will run from each October to September of the following year. The Membership Committee will present a new roster of member councils/associations annually at the October meeting, indicating which councils/associations are eligible to vote in the November elections and for the remainder of the membership year. If a member council/association allows their membership to lapse they may reapply at any time.

To be eligible to renew membership, a council/association must:

1. Meet the membership criteria as set forth in Article III of these Bylaws.
2. Had a representative (or alternate) attend at least five (5) SENDC meetings, even if that representative did not vote on behalf of the member council/association.

The Membership Committee will authorize or deny their application within fourteen (30) working days of its receipt. If authorized for membership, the renewing council/association must have an authorized representative attend one SENDC meeting before their right to vote is reinstated.

A member council/association shall become inactive if:

1. The council/association has not filed a statement of intent to continue SENDC membership, or
2. A voting representative (or alternate) of that council/association has not attended at least five SENDC meetings or forums within the last year, or
3. That council/association has ceased to hold an annual meeting of its neighborhood or constituency and/or has ceased to meet all criteria in Section 3 above.

An inactive member council/association gives up its right to vote, make or second motions, or offer amendments to the SENDC Bylaws. The assumption of inactive status will be rescinded any time the council/association presents evidence of regular meetings, has submitted a new membership application, and had a representative attend at least one SENDC meeting after submitting the application (see Attachment A).

ARTICLE IV – OFFICERS

SECTION 1

The Council shall elect, by a simple majority vote of eligible members, a Chair, Vice-Chair, Secretary/Treasurer, one (1) Delegate to the City Neighborhood Council (CNC), and one (1) Delegate to the City-Wide Review Team. If possible, a CNC alternate delegate shall also be elected. These officers shall also serve as the Executive Committee for the District Council. All officers shall be from a member council/association in good standing of the SE Neighborhood District Council.

An officer must reside, own property or own or operate a business within the boundaries of the SENDC. An officer may not be an employee of the City, County or State, nor employed by an agency that receives more than 10% funding from the City, County or State, and must not be receiving remuneration from the City, County or State for work being performed on a contractual basis.

To be eligible to run for office an individual must have been involved in SE Seattle community issues/affairs for at least 1 year.

If any Officer or Executive Committee member has two or more unexcused absences from normally scheduled committee meetings they will be asked to resign from their position and a replacement will be elected.

SECTION 2

The SENDC Secretary will publicize the upcoming elections widely throughout SE Seattle in September of each year. Nominations shall be made during the October meeting of each year. At the November meeting each candidate is invited to share information about their qualifications and additional nominations will be taken from the floor. Nominee profiles/statements will be posted to the SENDC website no later than December 1st.

Elections will take place at the Annual Meeting of the SENDC which shall be the January meeting.

Terms of office shall be February 1 to January 31. Individuals can be re-elected twice for a maximum term of three years (three terms).

If an officer is vacated mid-term a special election shall be held to complete the term.

SECTION 3

All officers are subject to removal for cause. Withholding information, providing inaccurate information to the public, or failure to provide timely information, all constitute instances of cause for removal.

An officer may be removed for incompetence or misconduct, including the willful neglect of duties or the failure to perform assigned duties, or the careless or negligent performance of his/her duties. An officer may be removed if he/she has violated the SENDC Bylaws or failed to abide by a vote of the membership. An officer may be removed if he/she has accepted compensation or a personal gift or other valuable thing from an individual agency or organization in the hope or expectation of receiving a favor or better treatment than accorded other persons.

An officer may be removed for cause if they are engaged in a private business, or trade or occupation where the duties of this position create a conflict with the goals of the membership. An officer may be removed for making false statements or reports and if his/her action result in damage to the public image of the SENDC. An officer may be removed if they advance their own agenda, fail to listen to the will of the majority, act in a manor that neglects diverse points of view, or refuse to engage in mediation as needed.

SECTION 4

No officer may vote as they should be serving as impartial facilitators of the District Council. Another representative from their member councils/associations must be the voting representative for that member council/association. The duties of the officers include:

A. CHAIR:

- Serve as Executive Officer of the council and as ex-officio member of all committees.
- Serve as impartial facilitator of SENDC meetings, encouraging dialogue and the airing of member council/association's concerns and interests.
- Prepare the agendas for the SENDC meetings based on input from member councils/associations.
- Appoint Committee Chairs with the SENDC's approval.
- Chair the Executive Committee.
- Serve as the official spokesperson of the SENDC only on the issues as authorized by the SENDC, and only when a valid vote has been taken by a quorum of member councils/associations.
- Inform the SENDC of any issues affecting SE Seattle as he/she becomes aware of such issues.

B. VICE-CHAIR

- Make arrangements for monthly SENDC meetings and forums.
- Make arrangements and coordinate operations of SENDC committees.

- Serve as Chair in the absence of the Chair.
- Serve as Parliamentarian or find an individual to volunteer in that capacity. If the Vice Chair hasn't already done so, attend a class on Robert's Rules of Order.
- Serve on the Executive Committee.

C. SECRETARY/TREASURER

- Electronically record SENDC and Executive Committee meetings and post them on the SENDC website.
- Provide accurate minutes of SENDC and Executive Committee meetings.
- Take roll of members and announce whether a quorum is present.
- Record which member councils/associations participated in a vote whenever votes are taken.
- Ensure meeting attendees have signed in at each SENDC meeting or forum including their council/association affiliation(s).
- Maintain permanent files of records, minutes, meeting sign-in sheets, membership rosters, SENDC correspondence, etc. Make these records available in a timely manner to member councils/associations of the SENDC and residents or property owners of the SE District upon request. If copies of sign-in sheets are requested individual email addresses, phone numbers and street addresses will be blocked-out.
- Responsible for mailings and notices to Council members.
- City staff shall assist the Secretary with clerical help.
- Serve on the Executive Committee.
- Serve as Treasurer as needed.

D. DELEGATE TO CITY NEIGHBORHOOD COUNCIL (CNC)

- Delegate shall represent the SENDC and the interests of SE Seattle on the City Neighborhood Council.
- Delegate shall report regularly to the SENDC. Such reports may be written or oral and may be joint or separate.
- Delegate is subject to instruction by the SENDC regarding policies and resolutions.
- Serve on the Executive Council.

E. DELEGATE TO THE CITY-WIDE REVIEW TEAM

- Delegates shall represent the SENDC and the interests of SE Seattle on the City-Wide Review Team.
- Delegates shall report regularly to the SENDC. Such reports may be written or oral and may be joint or separate.
- Delegates are subject to instructions by the SENDC regarding policies and resolutions.
- Serve on the Executive Committee.

F. DELEGATE TO NEIGHBORHOOD PLANNING PROCESS

- Delegates shall represent the SENDC and the interests of SE Seattle on any City-Wide planning processes.
- Delegates shall participate on the Neighborhood Planning Committee of the CNC.
- Delegates shall offer to participate on any individual Neighborhood Plan Stewardship Committees in SE Seattle.
- Delegates shall report regularly to the SENDC. Such reports may be written or oral and may be joint or separate.
- Delegates are subject to instructions by the SENDC regarding policies and resolutions.
- Serve on the Executive Committee.

ARTICLE V – COMMITTEES

The Council shall have both standing and AD HOC committees. The Council Chair shall appoint a Committee Chair from the membership of the SENDC and at least two other members who need not be from the Council, but shall be residents or property owners of SE Seattle. Each member council/association shall serve on at least one committee. A Committee Chair must reside or own property within the boundaries of the SENDC. A Committee Chair may not be an employee of the City, County or State, nor employed by an agency that receives more than 10% of their funding from the City, County, or State, and must not be receiving remuneration from the City, County or State for work being performed on a contractual basis, unless specifically invited to participate on a Committee for their knowledge and/or expertise.

No individual may chair more than one committee.

If any Committee Chair has two or more unexcused absences from normally scheduled committee meetings they will be asked to resign from their position and a replacement will be appointed or elected.

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. Agendas will be forwarded to the general membership by the close of the next business day following each Executive Committee meeting.

The Executive Committee shall meet no later than 2 weeks prior to the next SENDC meeting. The time and place of Executive Committee meetings will be communicated to the general membership of the District Council and all meetings will be open to any SE Seattle resident or business owner that wishes to attend.

SECTION 2 - OTHER STANDING COMMITTEES

Standing committees shall submit a Statement of Purpose that after approval shall be part of the standing rules of the SENDC. New standing committees will be formed as needed. The Council Chair shall appoint a Committee Chair from the SE Seattle District. Committees will report to the entire Executive Committee on a regular basis. Committees that oversee work that is not consistent throughout the year will report as appropriate for the timing of their duties. If a Committee does not reach a consensus on what to present to the Executive Committee or the SENDC as a while, minority reports should be given at the same time as the majority Committee report.

All Committees will send copies of their minutes to the general membership within 5 working days of each Committee meeting. All committee meeting dates, times and places will be published on the website and on SENDC meeting agendas. Any SE Seattle resident, property owner or business owner may attend any committee meeting.

SECTION 3 - INITIAL STANDING COMMITTEES SHALL BE:

Grants and Funding Committee – reviews the applications for the Neighborhood Street Fund/Capital Improvements Program and the Neighborhood Matching Fund from the SE District, and where appropriate, helps applicants prepare a stronger application. This committee will send a representative to any appropriate City or CNC meetings regarding these programs.

City Budget Review – reviews the City Budget as it pertains to the needs and Neighborhood Plans in SE Seattle.

Membership Review – corresponds with member councils/associations annually, reviews the credential of member councils/associations to ensure compliance with membership criteria, reviews new member applications, prepares and maintains current membership roster of members.

Community Advocacy and Outreach – monitors and stays alert to City proposals, policies and actions, sharing relevant information at SENDC meetings about developments that might affect SE Seattle neighborhoods. Makes the SENDC and City aware of communities that are under-represented or have no representation, following up to ensure they are assisted in forming their own neighborhood council.

Ethics – ensure the Bylaws of this District Council are upheld and that member councils/associations do not take actions contrary to the best interest of all member councils/associations.

ARTICLE VI – CITY PARTICIPATION

SE Neighborhood Service Center and the Department of Neighborhoods shall assist the SENDC and the member councils/associations as needed and/or requested. Example of assistance:

- Assist communities that are not represented by a community council in forming their own community-based council and/or facilitate involvement of unrepresented individuals in existing councils/associations that serve their neighborhoods and communities.
- Provide translation services as needed.
- Assist with targeted outreach to diverse populations of non-English speaking and disenfranchised groups.
- Serve as liaison among the City, the Council, SE communities and organizations and other governments.
- Furnish background information available from the City to facilitate operations of the Council and its committees. Present this information with a diversity of perspectives on City policies.
- Process minutes, reports, and correspondence from the Council.
- Perform public information functions.

ARTICLE VII – MEETINGS AND VOTING

SECTION 1

The Council shall meet monthly (except December) on the day and time approved by the members. Currently meetings are held the 4th Wednesday of the month at 6:30 p.m. The Chair 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 according to Robert's Rules of Order (Revised) unless the Council adopts substitute rules. The Vice Chair shall serve as or appoint a Parliamentarian for the council.

A minimum of 15 minutes should be spent on community reports, new business and open comments.

SECTION 2

A quorum is 50% of the membership plus 1 (to the nearest whole number) of members. A quorum must be present at any meeting where any voting is to take place. A vote or action item passes if approved by a simple majority of those SENDC members present.

On items upon which the community appears divided, (i.e. highly-charged, controversial, or contentious issues) a super-majority of two-thirds of all SENDC members is needed to pass a vote. There must be

advance notification to all member councils/associations of the vote taking place. All such votes will be done by roll call.

SECTION 3

Any voting representative must disclose any conflict of interest concerning him/herself and/or the member council/association he/she is representing and recuse him/herself from participating in the discussion or vote on any issue(s) where such conflict exists.

A conflict of interest is a situation in which someone in a position of trust or authority has competing professional or personal interests. Such competing interests can make it difficult to fulfill his or her duties impartially. Even if there is no evidence of improper actions, a conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to use his/her position with proper ethics. A conflict of interest can exist even if no unethical or improper act results from it.

If a representative fails to disclose a conflict of interest the member council/association will be asked to replace that representative and their vote will be disqualified.

ARTICLE VIII – COMMUNICATION AND TRANSPARENCY

Because the SE District Council exists for the benefit of all who live, own property, or own or operate a business within the SE District, all actions of the SENDC, its officers and any of its committees shall be transparent and consistent with what is in the best interest of the greater SE Seattle community as a whole. All correspondence must be sent via an open email list (never to “Undisclosed Recipients”). An individual must not be removed from the email list unless they have specifically requested to be removed and then only as per their instructions, whether that be for a particular topic thread or permanently.

ARTICLE IX – BYLAWS

SECTION 1

Adoption of these Bylaws shall occur when approved by two-thirds vote of the total member councils/associations 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 month before the meeting. There shall be no voting by proxy. Voting may be postponed if Council members want more time for review by any member council/association.

Upon adoption, a full set of the Bylaws, any amendments, shall be certified by the Chair and Secretary and filed with the Department of Neighborhoods. A copy shall also be filed with the SE Neighborhood Service Center. Copies shall be given to each member council/association.

SECTION 2

The Bylaws adopted in accordance with Section 1, shall be ratified at the next regular meeting of the SENDC.

SECTION 3

Any SENDC 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, provided that proposed changes(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 council/association(s).

If multiple and/or major changes to the Bylaws have been suggested, an Ad Hoc Bylaws Committee shall be formed to present the changes to the SENDC as a whole.

The following procedures shall be utilized when Bylaws are replaced or amendments are proposed to existing Bylaws:

- Concur – No Comments: Indicates a reviewing council/association agrees with the draft, and no comments are necessary.
- Concur – Comments Attached: There is general agreement with the draft, but changes are suggested for part of the draft document. If the changes are not accepted, the draft is accepted as is.
- Non-concur – Comments Attached: Any members nonconcurring with replacement of or amendments to the Bylaws shall provide comments indicating their reason for not concurring. Comments must clearly identify and explain the reasons for non-concurrence and what changes are necessary. These comments shall be reconciled between the originator(s) or Ad Hoc Bylaws Committee and the council/association that non-concurs.

Summary of comments not adopted:

- A summary statement of substantive comments that are not adopted shall be prepared by the originator(s) proposing the replacement or modifications to the Bylaws.
- Each comment should be preceded by the paragraph number in the corresponding draft document.
- Reason for nonadoption of substantive comments shall be given.
- Unresolved differences may go before a mediator if respective members are unable to come to an agreement.

BYLAWS RATIFIED:

September 9, 2008

South Seattle Crime Prevention Council
5767 South Oaklawn Place
Seattle, Wa 98118

To: The City Neighborhood Council (CNC c/o Chris Leman)
Re: Membership to the CNC

September 22, 2008

Mr. Leman/CNC,

The South Seattle Crime Prevention Council does hereby formerly approve & endorse the Southeast Neighborhood District Council's application to the City Neighborhood Council. The vote was held on September 22, 2008. Further information, if necessary, can be provided upon request.

Thank you for your consideration,

Signed,

Marianna Quarnstrom

Marianna Quarnstrom
President
South Seattle Crime Prevention Council



Hillman City Business Association
5504 Rainier Av S.
Seattle, WA 98118

September 21, 2008

Mr. Chris Leman, President
City Neighborhood Council

Dear Mr. Leman,

The Hillman City Business Association (HCBA) at its regular membership meeting of August 2008, voted to support the formation of the SENDC and to join this organization in hopes of creating better representation for SE resident and business based groups. HCBA and its members hereby formally approve & endorse the Southeast Neighborhood Council's application to the City Neighborhood Council.

Thank you for your consideration,

Denise Gloster, President
Hillman City Business Association
206.723.4637
206.795.5824

25 September 2008

To the Seattle City Neighborhood
Council,

This is to advise the
Board of the Lakewood
Seward Park Neighborhood
Association voted on
May 20, 2008 to suspend
our membership in the
Southeast District Council.

In mid-August the
Board voted to form the
Southeast Neighborhood District
Council in conjunction with
the other neighborhood councils
and business associations,
associated with this effort.

The Board of the IWSF
Neighborhood Association
also supports the Southeast
Neighborhood District Council
being recognized as an
Ad Hoc member of the
Seattle City Neighborhood
Council.

All votes were
unanimous.

Sincerely,
Dolores Penhoke,
President
IWSF Neighborhood
Association



Mount Baker Community Club

2811 Mt. Rainier Drive South
Seattle, WA 98144
206.722.7209
www.mountbaker.org

22 September 2008

Dear City Neighborhood Council:

The Board of the Mount Baker Community Club voted unanimously in July of this year to suspend membership from the SE District Council, establish a new district council that reflects the values neighborhoods and the interests of the people who live in SE Seattle, and to seek an At-Large membership at the City Neighborhood Council.

Sincerely,

A handwritten signature in blue ink that reads "Pat Murakami".

Pat Murakami, President
Mt. Baker Community Club

Othello Neighborhood Association
4308 S Othello
Seattle, Wa 98118

To: The City Neighborhood Council (CNC c/o Chris Leman)
Re: Membership to the CNC

September 24, 2008

Mr. Leman/CNC,

The Othello Neighborhood Association does hereby formally approve & endorse the Southeast Neighborhood District Council's application to the City Neighborhood Council. The vote was held on "September 23rd". Further information, if necessary, can be provided.

Thank you for your consideration,

Signed,



Jenna Egusa Walden

Chair

Othello Neighborhood Association

September 24, 2008