

# **ANA BYLAWS JUNE 9 2016**

## **I. Purpose**

The Arnada Neighborhood Association (hereinafter referred to as "ANA") is established by the residents of the Arnada Neighborhood in order to unite the common interests and promote the welfare of the neighborhood and its residents. The ANA shall concern itself with the livability and sustainability for all within the neighborhood and the community in general, the preservation of its historical elements and existing housing stock.

## **II. Boundaries**

The boundaries of the ANA are:

- North-West 26<sup>th</sup> Street (Fourth Plain) • East- Interstate 5
- South- 15<sup>th</sup> Street (North side only) • West- Main Street (East side only)

These boundaries are not permanent but all changes must meet with the approval of the ANA, and residents given the opportunity to vote as prescribed in these bylaws. Boundaries may not overlap other City neighborhood association boundaries. Disputes only shall be arbitrated by persons mutually selected by contestant parties.

## **III. Membership**

The membership of the ANA is open to all residents, property owners, business licensees, and licensed non-profit organizations within the boundaries of the neighborhood.

## **IV. Voting**

All persons listed above become members of the association immediately upon attendance at a general meeting.

- Members may vote on day-to-day operations at their first attended meeting.
- Members must attend one general meeting within 18 months and may vote at their second attended meeting for elections and(\*1) significant decisions.
- Members must be 18 years or older to vote.
- Elections may be made by show of hands or secret ballot as decided by the membership prior to voting on the election,
- Each business/non-profit licensee (or appointed representative) in the neighborhood shall have one vote.
- No member shall have more than one vote. No proxy votes will be taken.

## **V. Officers**

The officers of the ANA shall be a chairperson, vice chairperson, secretary, and treasurer. The above officers shall preside over the meetings, planning sessions and activities of the neighborhood association. The duties of each officer shall be, but are not limited to, the following:

<b>Chairperson</b>	acts as the primary executive officer and presides over deliberations and activities of the neighborhood association. serves as the official spokesperson for the association.
<b>Vice-Chair</b>	assists the Chairperson in all of the duties and performs the functions of the Chairperson in his/her absence.
<b>Secretary</b>	acts in conjunction with the officers, keeps the minutes of all of the association's public and executive meetings and also serves as spokesperson for the association when appointed to do so.
<b>Treasurer</b>	shall maintain the financial records of the ANA.

Combined, the Officers shall be known as the Board of Directors of the ANA.

- Each Officer shall maintain a current copy of the By-Laws and Neighborhood Action Plan
- In the event that any Elected Officer is unable to perform their duties or if an office remains unfilled, the Chairperson may appoint another Officer to temporarily take up those duties. The replacement Officer must be voted into the Board of Directors in an election at the next general meeting.

## **VI. Election and Qualification of Officers**

- All Officers must continuously reside within the boundaries of Arnada Neighborhood.
- All Officers are expected to attend scheduled Board Meetings and General Meetings
- Each Officer shall maintain a current copy of the By-Laws and Neighborhood Action Plan.
- Resident voting members over the age of eighteen years whom have attended three meetings in the previous eighteen months, are eligible to run for office.

Officers shall be elected annually. Elections to refill vacant positions shall occur whenever such vacancies occur. The slate of nominated officers shall be published in the newsletter and announced at the previous general meeting to the elections.

## **VII. Quorum**

A minimum quorum of three Elected Board Of Directors Officers are required to vote on any Board decision.

## **VIII. Board Member At Large**

Up to three ANA members may be elected as a voting Board Member At Large for one (1) year.

- The same election requirement fulfillments apply to Board Members At Large as do Officers.
- Each shall be expected to attend all scheduled board meetings and general meetings.

## **IX. Term Of Officers**

- One term is equal to one year.
- The Chairperson may serve up to three years.
- All other officers may serve up to five years.

- If any officer wishes to run for a term limited out office they must first vacate that office for at least a one year interim. They may fill an alternate position on the Board during that interim.

## **X. Committees**

Special Committees to address specific concerns, issues, or activities may be appointed by the Chairperson as necessary. All committees shall have a Chairperson which shall serve on the Board during the duration of their service as committee chairpersons. All committee recommendations should be reviewed and approved by the Board.

- All committee chairpersons must be eligible voting members
- Other committee members may be non-voting members on a committee serving as consultants to the ANA.

## **XI. Meetings**

The Board of the neighborhood association shall meet not less than once a month to discuss neighborhood business and formulate an agenda for the next general meeting. All decisions made by the Board must be confirmed by a meeting of the general membership. All decisions must be reached by majority vote of the eligible voting membership attending the general meeting. The official report of all decisions must record both majority and minority concerns. An agenda shall be published in the newsletter any time a general meeting is announced.

- The ANA will hold no fewer than four general meetings in each calendar year.
- Day to day operations of the neighborhood association may take place with Board approval but without formal general membership approval. These minor decisions shall be made available for review at each general meeting via board minutes, treasury report, chairperson report and/or via the monthly newsletter.
- The Board is authorized to spend up to \$250.00 without a vote of the general membership. The Board must make disclosure for such expenses in the next newsletter and at the next general meeting.

Guidelines for the order of meeting agendas shall be governed by the newest available edition of Robert's Rules of Order.

## **XII. Funding**

- Membership fees shall not bar any resident from membership or voting.
- Fundraising activities may be held and funds used by the neighborhood association as desired and approved by the voting membership.
- A detailed accounting shall be maintained by the Treasurer for all incoming and outgoing funds and made available at each Board Meeting and each General Meeting.

## **XIII. Dissent**

Adequate time and avenues for minority dissent and appeal of actions taken by the association must be provided by the Board of the neighborhood association. All questions may be arbitrated by a mutually acceptable third party of City staff.

## **XIV. Amendments to the Bylaws**

These bylaws may be amended at any general meeting by 2/3 vote of the membership, the proposed amendments having been read to the membership at the previous general meeting and published in the previous newsletter before being voted upon.

\*1. "significant decisions" - The Chairperson may at any time declare an issue or concern presented to Arnada Neighborhood Association as one of significance to the entire neighborhood at large and/or the bordering community. Doing so will delay a vote on the motion at that time. This action will allow reasonable time to inform the membership, conduct research, possibly appoint a committee to seek out detailed information and data, and/or publishing in the newsletter prior to bringing the issue back to a vote.

As of this date: June 9<sup>th</sup>, 2016, these By-Laws of the Arnada Neighborhood Association having been approved during the March/April 2016 Meetings, reviewed by City of Vancouver, published in the May 2016 Newsletter, are hereby adopted.

Signed on June 9, 2016 by;

James A Girard	ANA Chairperson
Heather Beecher	ANA Secretary
Anita Reyes	ANA Treasurer
Suze Spencer Marshall	ANA By-Laws Chairperson