

# By-Laws of the Market Neighborhood Association

## ARTICLE 1 PURPOSE

Section 1 Name of Organization: The name of the organization shall be the Market Neighborhood Association (MNA).

Section 2 Purpose of MNA: The purpose for which MNA is organized is:

- A To enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies, and other neighborhoods.
- B To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- C To do and perform all of the activities related to said purposes, to have and enjoy all of the powers granted and engage in any lawful activity for which corporations may be organized.
- D Notwithstanding any statement of purposes or powers aforesaid, this association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of it's specific and primary purpose.

Section 3 Membership: Membership in MNA shall be open to all residents, property owners, business licensees and nonprofit organizations located within MNA boundaries, 18 years of age or older, shall have one vote each to be cast during attendance at any general or special meeting.

## ARTICLE II FUNDING

Section 1 Dues: Charging of dues or membership fees shall not be made however, voluntary contributions will be accepted. Activities to raise funds for MNA use may be held if appropriate.

## ARTICLE III MEETINGS

Section 1 General Meeting: The general meeting in November shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. Notification for the annual November meeting shall require seven (7) days advance written or telephone notice to all members of MNA.

Section 2 Special meetings: Special meetings of the membership may be called by the chairperson or the executive board as deemed necessary, approximately 4 times per year in addition to the annual meeting. Notification for the special meetings shall require seven (7) days advance written or telephone notice to all members of MNA.

Section 3 Quorum: A quorum for any general or special meeting of MNA shall be the number of members in attendance. Unless otherwise specified in these by-laws, decisions of MNA shall be made by a majority vote of those members present at any meeting.

### ARTICLE III MEETINGS (continued)

- Section 4 Participation: Any general, special, board or committee meeting is open to any person and all who wish may be heard. However, only those eligible for membership are entitled to vote. All actions or recommendations of the general or special meetings shall be communicated to all affected parties, including minority reports.
- Section 5 Procedures: The MNA shall follow Robert's Rules of Order (Revised) in all areas not covered by the by-laws.

### ARTICLE 1V BOARD OF DIRECTORS

- Section 1 Composition of the board: The Executive Board, hereinafter referred to as the board, shall be composed of a chairperson, vice chair, secretary, treasurer, four(4) members-at-large and standing committee chairpersons. (Standing committees may be chaired by board members-at-large or by interested members of the neighborhood association.) Each board member shall hold office for a term of one (1) year for which he/she is elected and until his/her successor shall have been elected to take office.
- Section 2 Organizational terms of Office: In order to facilitate the organization of MNA, board members will serve a six (6) month term of office which will expire at the first November in 1997. For the same purpose, the initial standing committee chairpersons shall be appointed from volunteers and will serve a six (6) month term of office which will expire at the first November annual meeting in 1997. From that time forward, all terms and elections shall be as described in these by-laws.
- Section 3 Board Members
- A. Chairperson: The chairperson shall prepare the agenda and preside at all meetings of the board and membership; shall be responsible for maintaining and updating the membership email list and notifying membership of upcoming meetings; shall appoint members of committees not elected, with a majority approval of the board and shall be responsible for all Standing Committee heads not listed below.
  - B. Vice Chairperson: The vice chairperson shall assist the chairperson; in the chairperson's absence shall function as chairperson. Shall be responsible for neighborhood Events committee head (i.e. picnic)
  - C. Secretary: Shall keep minutes from the meetings and written records of majority and minority opinions expressed at all meetings; shall be responsible for correspondence from the MNA. Shall be responsible for overseeing Communications standing committee head.
  - D. Treasurer: The treasurer shall be held accountable for all funds and shall give an accounting at each general meeting.

## Article IV Board of Directors Continued

- E. Board Members at Large and Standing committee chairpersons:
1. **Communications Committee Chairperson:** Shall be responsible for updating the website and communication of events pertaining to the membership. Reports to the Secretary.
  2. **City Watch Chairperson:** Shall attend the KAN meetings (Kirkland Alliance of Neighborhoods) and report back to the board and meetings. Reports to the Chairperson.
  3. **Events Chairperson:** Shall oversee planning of events for the purpose of bringing the MNA membership together on a social basis (i.e. picnic). Reports to the Vice-Chairperson.
- F. Chairpersons of standing committees shall inform the board and MNA of all activities of their respective committees.

### Section 4 Duties of the Board

- a. Management: The affairs of MNA shall be managed by the board in the interim between general meetings. The board shall be accountable to the membership; shall seek the views of those affected by any proposed policies or reactions before adopting any recommendation on behalf of MNA; and shall strictly comply with these bylaws.
- b. Vacancies: The board may fill any vacancy on the board or a committee by majority vote of the board in cases involving absences by a board or committee member from three (3) consecutive meetings. A member appointed to fill a vacancy shall serve the remainder of the unexpired term until his/her successor is elected or appointed.

## ARTICLE IV BOARD OF DIRECTORS

- c. Board Meetings: The board shall meet at least fourteen (14) days prior to any general or special membership meeting and at any other time the chairperson may designate. These meetings shall be open session; however, only board members shall be entitled to vote. Board members shall be notified of board meetings in writing or by telephone in advance. A majority of board members, by signed petition, may call a board, general or special meeting.
- d. Emergency Powers: In such cases where the board is required to provide neighborhood response before the question is presented to the membership, the board must indicate to the questioner that this is the case, and shall present the action taken at a special or general meeting within 30 days, or within a reasonable time for ratification by the membership where circumstances dictate.

## ARTICLE V COMMITTEES

### Section 1 Standing Committees:

- A. **Communications Committee:** Shall be responsible for updating the website and communication of events pertaining to the membership. Reports to the Secretary.
- B. **City Watch :** Shall attend the KAN meetings (Kirkland Alliance of Neighborhoods) and report back to the board and meetings. Reports to the Chairperson.

## Article V Committees continued

- C. **Events:** Shall oversee planning of events for the purpose of bringing the MNA membership together on a social basis (i.e. picnic). Reports to the Vice-Chairperson.

Section 2 Special Committees: Such other special committees shall be appointed by the chairperson as MNA or the board shall from time to time deem necessary to carry on the work of MNA.

## ARTICLE VI ELECTIONS

Section 1 Eligibility: Only persons eligible for MNA membership shall be qualified to hold an elected or appointed position.

Section 2 Board Members: Members of the board shall be elected to serve for one (1) year until the appropriate general meeting. The election at the meeting shall be by volunteer and/or nomination from the floor, and requires a majority vote of the membership present. The board membership elections will be held at the annual general membership meeting.

Section 3 Standing committees: Standing committees shall have elected committee chairpersons with volunteers and/or nomination being taken from the floor and shall require a majority vote of the membership present. The chairperson shall then call for volunteers to fill committee memberships. In case of insufficient volunteers, the board will fill the vacancies.

Section 4 Impeachment: A majority of the board may submit a written request for the chairperson's resignation at a board meeting. If the chairperson chooses not to resign, then any holder of an elected position may be removed and replaced by a two-thirds (2/3) vote of a general or special meeting.

## ARTICLE VII GRIEVANCE PROCEDURE

Section 1 Committee members: The board will act as the Grievance Committee until such time as a special grievance committee shall be deemed necessary.

Section 2 Person or Group Adversely Affected: As person or group adversely affected by a decision or policy of MNA may submit in writing a complaint to any member of the Grievance Committee.

Section 3 Receipt of Complaint: within seven (7) days of receipt of the complaint, the committee shall arrange with the petitioner a mutually acceptable place, day and hour for a review of the complaint, and will in writing, within thirty (30) days, recommend a resolution of the grievance to the board.

Section 4 Final Resolution: The committee shall attempt to resolve the complaint and shall submit a report of their recommendation and/or action to the complainant, board and membership. If the committee, board and petitioner cannot reach agreement, final resolution of the complaint shall be by vote of a majority of the membership at a general or special meeting.

## ARTICLE VIII PROCEDURE FOR CONSIDERATION OF PROPOSALS

- Section 1 Execution: The board shall be responsible for execution of this article.
- Section 2 Submission of Proposals: Any person or group, inside or outside the boundaries of MNA and any city department may propose in writing items for consideration and/or recommendation to the board. The board shall decide whether proposed items will appear on the agenda of the board, standing, or special committees or general or special meetings.
- Section 3 Notification: The proponent and members directly affected by such proposals shall be notified in writing of the place, day and hour the proposal shall be reviewed not less than seven (7) days in advance.
- Section 4 Attendance: The proponent may attend this meeting to make a presentation and answer questions concerning the proposal.
- Section 5 Dissemination: The MNA shall submit recommendations and dissenting views as recorded from the meeting to the proponent and other appropriate parties.

ARTICLE IX ADOPTION AND AMENDMENTS: Adoption of and amendments to these by laws shall require a two-thirds (2/3) vote by members present at a general meeting.

ARTICLE X BOUNDARIES: The Boundaries of MNA shall be defined as follows: Lake Washington makes up the western boundary of the Market Neighborhood. The inland boundary begins at Lake Washington and the northernmost boundary of Juanita Bay Park and proceeds easterly along the park boundary to 98<sup>th</sup> Avenue NE; then southerly along 98<sup>th</sup> Ave NE to the intersection with Forbes Creek Drive; then easterly along this drive to the intersection with 2<sup>nd</sup>. St. Then southerly along 2<sup>nd</sup>. St to 19<sup>th</sup>. Ave where it jogs one block to the west and then proceeds southerly along 1<sup>st</sup> street until reaching 3<sup>rd</sup> Ave. NE; then proceeds westerly to Market St; then southerly on Market St to the intersection of Moss Bay Marina; then along the northerly boundary of Moss Bay Marina to the western boundary which again is Lake Washington. The boundary of MNA shall run along the centerline of all described right-of-ways and projections mentioned above and the Inner Harbor Line along the shore of Lake Washington.

Transcribed from file copy dated 3/12/09 and updated 11/18/09 and adopted at 11/18/09 meeting.

3/12/09

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Penny Sweet, Chair

Updated and Adopted 11/18/09

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 Authenticated by email receipt 11/18/09 Penny Sweet  
Penny Sweet, Chair