

**BALLARD DISTRICT COUNCIL
BY-LAWS
Revised February 11, 2009**

ARTICLE 1 AUTHORITY: NAME: PURPOSE

1.1 Name: This organization shall be known as the Ballard District Council.

1.2 Authority and Purpose: The District Council is organized under the authority of Seattle City Council Resolution 27709, adopted October 27, 1987, to discharge the duties of a District Council as defined by that resolution, its Attachment A, and the City Council amendments as they may occur.

The District Council shall provide a forum for all groups in the district, encourage civic involvement, identify community concerns, discuss equitable solutions, determine priorities, strengthen local organizations and advocate on behalf of the Ballard district.

ARTICLE 2 BOUNDARIES AND MEMBERSHIP

2.1 Membership: In accordance with Paragraph 2a, attachment A, Resolution 27709, this Council will consist of representatives of all local business and neighborhood organizations within the District boundaries who wish to participate.

2.2 Boundaries/Margins: Beginning on the southern edge of Carkeek Park from Puget Sound, the margins of the Ballard District Council go east to 8th Avenue NW, south to NW 72nd Street, east to 3rd Avenue NW, and south to the inner harbor line. A community council, which borders these margins, may request that the margins be changed to include or exclude its area.

It is recommended that municipal entities, district and community councils, and business groups communicate freely across these margins to involve areas affected by their discussions or actions. This recommendation recognizes that commercial, industrial, and manufacturing areas naturally extend across neighborhood margins.

2.3 Membership Requirements: Membership on the District Council shall be held by organizations, not individuals. To be eligible for membership, an organization must have a strong connection to the Ballard District, and must operate under democratic principles documented by written by-laws which ensure open and regular meetings, regular election of officers, and membership unrestricted as to race, creed, color, national origin, sex, political ideology, sexual orientation, religion, marital status, age, and physical, mental or sensory disability, nor may such restrictions apply in practice. Council membership requires active participation and may be terminated by lack of representation at half of any 12-month series of meetings after review by the executive committee.

2.4 New Memberships: Neighborhood organizations, including business organizations, wishing to participate may submit an appropriate application form. Upon review of the application, the executive committee will promptly make a recommendation for full council action on the application. The executive committee may solicit organizations to apply to preserve a balance of viewpoints on the council.

ARTICLE 3 Representatives, Officers and Committee

3.1 Representatives: Each member organization is entitled to one representative and two alternates to the Council, to be elected or appointed by the member organization as its by-laws provide. If representative are not designated, the organization's president is considered the delegate and the vice-president and next officer in their listing are considered the alternates. If a representative is designated but no alternate, the president and the vice-president are considered to be the first and second alternates. The voting members of the Council shall consist of one representative from each member organization.

3.2 Officers: The Council will annually elect a president, vice-president, and two at-large members. These four and the representative to the City Neighborhood Council shall comprise the executive committee.

All representatives and alternates in good standing will be eligible to serve on the executive committee, however the election of an alternate will not give his or her organization an additional vote. Appointments and all elected positions are subject to removal for cause.

The authority of the executive committee shall include setting agendas for monthly meetings, authorizing correspondence consistent with council resolutions, setting work plans and establishing committees. For matters that must be acted on before the next meeting of the council, the executive committee may act on the council's behalf, subject to change at the next council meeting. The president shall be the official spokesperson of the District Council, but the president may delegate that responsibility to others.

The District Council shall be staffed by the Department of Neighborhoods, the Neighborhood Service Center, or non-city staff support, paid for by the City. This staff shall keep the minutes of the Council and shall prepare the agenda of Council meetings as directed by the Council and in consultation with committee chairs.

3.3 Committees: The Council will include such committees as deemed appropriate for its purposes. All district residents and business persons may serve as members of the committees. Committee chairs may be appointed by the executive committee or be determined by the members of the committee. Committees or their members will represent or speak for the District Council only when authorized through Council resolution. Dissent may be presented in the form of a minority report to the District Council. Independent actions shall be clearly stated as being from committee members as individuals.

ARTICLE 4 DELEGATIONS TO THE CITY NEIGHBORHOOD COUNCIL

4.1 Election of Delegates: The Council shall designate representatives to the City Neighborhood Council and any other city agency, boards, or body. The selection of representatives shall be done in accordance with such rules as the City may establish and/or by the executive committee on an annual basis.

4.2 Reports and Instructions: The delegates shall report to and receive instructions from the Council. Minutes of the City Neighborhood Council shall be available at District Council meetings.

ARTICLE 5 MEETINGS OF THE COUNCIL

5.1 Regular Meetings: The Council will have regular monthly meetings in the evening on the second Wednesday of each month except August. All meetings will be open to the general public and held within the district at locations accessible to persons with disabilities. The time and place of meetings will be announced publicly.

5.2 Special Meetings: Special meetings for a limited purpose may be called at the request of 20% of the voting members. Notices which include the purpose of the meeting shall be mailed to representatives and alternates at least four days before the date set for the meeting. Emergency meetings for a limited purpose may be called at the request of 40% of the voting members, with notification by phone or fax at least four hours before the meeting, and confirmation of all actions at the next regular meeting.

ARTICLE 6 RULES OF ORDER; QUORUM

6.1 Use of Robert's Rules: Robert's Rules of Order (Revised) shall govern the meetings of the Council, unless other rules are adopted by the Council.

6.2 Quorum: The presence of 1/2 of the representatives of the member organizations shall constitute a quorum.

6.3 Petitions: Any person connected to the Ballard District may bring new business before the Council through the executive committee.

ARTICLE 7 BY LAW AMENDMENTS

7.1 Amendment: These by-laws may be amended by a two-thirds majority of the Council. Any proposed amendment shall be voted on no sooner than the first regular Council meeting after that meeting at which the written amendment was first proposed. Notice of a scheduled vote shall be given two weeks in advance through publication in the community newspaper and direct mail to representatives of all member organizations.