

# **SKYLINE WEST NEIGHBORHOOD ASSOCIATION BYLAWS**

*Last Amended: May 2023*

## **ARTICLE I.**

The name of this organization shall be the Skyline West Neighborhood Association.

## **ARTICLE II. PURPOSE.**

Section 1. The Skyline West Neighborhood Association is founded for the following purposes:

1. To facilitate and encourage communication among the members of the Association.
2. To provide an organizational structure for undertaking tasks that are of common concern to the members of the Association and related to enhancing the welfare and livability of the neighborhood.
3. To inform the members of the Association regarding issues of concern to the neighborhood and the larger community.
4. To promote and encourage the participation of members of the Association in local government and community issues.

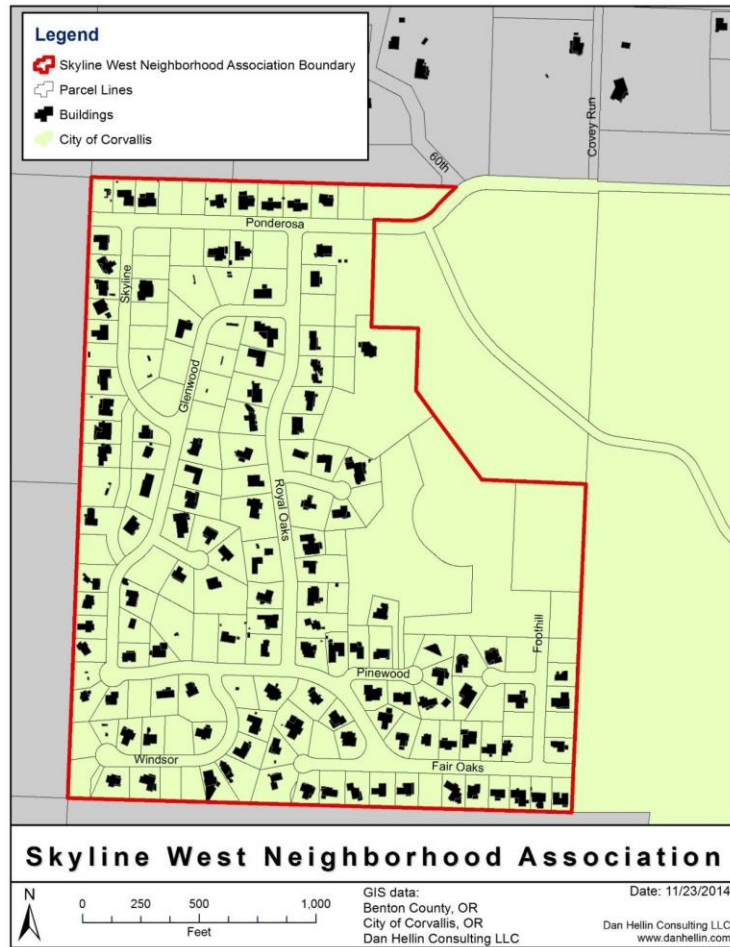
Section 2. The Skyline West Neighborhood Association shall function as a nonpartisan organization. While encouraging its members to participate as individuals in all aspects of local political processes, the Association as an organization shall not endorse candidates for political office or take partisan stands on ballot issues.

## **ARTICLE III. MEMBERSHIP AND GEOGRAPHIC BOUNDARIES.**

Section 1. All residents, property owners, and business owners (18 years of age or older) within the geographic boundaries of the Association shall be considered members of the Association.

*Section 2.* The northern boundary of the Association runs westward along the City Line from the corner of NW 60<sup>th</sup> Street and NW Ponderosa Avenue. The western boundary

runs south along the City Line to the west of NW Skyline Drive and NW Glenwood Drive. The southern boundary runs eastward along the City Line to the south of NW Windsor Place, NW Fair Oaks Place and NW Fair Oaks Drive. The eastern boundary includes all properties on NW Foothill Drive, NW Foothill Place, NW Pinewood Place, NW Royal Oaks Drive and NW Royal Oaks Place to the intersection with NW Ponderosa Avenue (see map). Therefore, the Association includes all properties on NW Skyline Drive, NW Glenwood Drive, NW Glenwood Place, NW Windsor Place, NW Fair Oaks Place, NW Fair Oaks Drive, NW Foothill Drive, NW Foothill Place, NW Pinewood Place, NW Royal Oaks Drive, NW Royal Oaks Place and all properties on NW Ponderosa Avenue to the west of the intersection with NW 60th Street. The boundary line defining the area known as Skyline West Neighborhood Association may be modified at a general meeting of the membership by a two-thirds (2/3) vote of a quorum (as defined in Article VI, Section 3).



## **ARTICLE IV. Officers and Executive Board.**

Section 1. The governing body of the Association shall be the Executive Board. The Executive Board shall consist of the elected officers of the Association, the heads of committees and additional members of the Association at the invitation of the Executive Board. The size of the Executive Board may vary. The Executive Board is intended to be inclusive rather than exclusive in its membership. Members of the Executive Board are responsible for attending meetings of the Board on a regular basis.

*Section 2. The elected officers of the Association shall consist of a President, Vice-President and Treasurer.*

Section 3. The President shall function as the chief executive of the Association. The President shall chair meetings of the Executive Board develop agendas for meetings of the Executive Board and the Association, appoint committees as needed, and make nominations to the Executive Board.

Section 4. The Vice-President shall assist the President and shall chair meetings of the Executive Board and the Association if the President is unable to do so.

Section 5. The Treasurer shall keep the financial records of the Association and have authority to sign checks for expenditures of the Association.

Section 7. The Executive Board shall have the power to initiate actions to further the purposes of the Association and to strengthen the Association and insure its survival. Actions of the Executive Board shall be appropriate to the purposes of the Association and consistent with the Bylaws. If the Executive Board is unable to reach consensus, decisions of the Board will be made by majority vote of a quorum of the Board.

Section 8. Standing and Ad Hoc committees may be formed as needed by the Executive Board with members appointed by the Board to carry out such activities as may be necessary to accomplish the purpose of the Association. Each Committee shall elect a chair who will be responsible for managing committee activities and shall serve on the Executive Board.

## **ARTICLE V. NOMINATION, ELECTION, AND REPLACEMENT OF OFFICERS AND EXECUTIVE BOARD MEMBERS.**

Section 1. The officers of the Association shall be nominated and elected at a general meeting of the Association to be held, as a general rule, in June of the election year. Public notification via the Skyline West Neighborhood Association list serve must be provided at least one week prior to all election meetings. If there is more than one candidate for an office, voting shall be by secret ballot. Officers must be members of the Association. Officers may be elected for two additional terms of two years each.

Section 2. The appointed members of the Executive Board shall be appointed by the Executive Board. Appointment to the Executive Board may be requested by any member of the Association. Requests for appointment to the Executive Board may not be refused except by unanimous vote of the officers of the Association. Appointed members of the Board shall serve from the time appointed until the next election of officers.

Section 3. Officers and members of the Executive Board may serve additional terms as elected or appointed.

Section 4. Officers may be removed by a simple majority vote of a quorum of a general membership meeting. Appointed members of the Executive Board may also be removed by a simple majority vote of the Executive Board.

Section 5. If an officer other than the President resigns or is removed from office, the President shall have the authority to appoint individuals to complete their terms of office. If the President resigns or is removed from office, the Vice-President shall assume the duties of the President.

## **ARTICLE VI. MEETINGS.**

Section 1. All meetings of the Executive Board as well as general meetings of the Association shall be open to the membership and to the general public.

Section 2. Participation in the discussion at meetings of the Executive Board or general meetings of the Association is restricted to members of the Association and to individuals who are invited by the Executive Board. This restriction may be waived by a simple majority vote of a quorum of the Executive Board.

Section 3. For meetings of the Executive Board, a quorum shall consist of a number of members equal to a simple majority of the Executive Board. For general meetings of the Association, a quorum shall consist of no less than 16 members.

Section 4. The Executive Board shall meet at least two times a year. A general meeting of the Association shall be held annually.

#### **ARTICLE VII. FINANCES.**

Section 1. No dues are required for membership in the Skyline West Neighborhood Association.

Section 2. The Executive Board may suggest and solicit donations to cover costs of the Association and may require that a fee be paid by members who wish to receive mailings of the Association.

#### **ARTICLE VIII. AMENDMENTS TO THE BYLAWS**

These bylaws may be amended by a two-thirds (2/3) vote of a quorum of any general membership meeting or by a unanimous vote of all members of the Executive Board. These amended Bylaws of the Skyline West Neighborhood Association were adopted by unanimous decision of the Executive Board on May 26, 2023.

#### **Elected Officers are:**

Karyle Butcher, President  
Larkin Holavarri, Vice President  
Michele Spencer, Treasurer

#### **For More Information** Please contact the City's Planning Division:

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