

BYLAWS

The Coalition of Neighborhood Associations

I. General Provisions

A. NAME

The name of the organization is the Coalition of Neighborhood Associations, called the Coalition.

B. MISSION

To promote and enhance the quality of life in our neighborhoods by providing a forum to collaborate to achieve common goals.

C. OFFICE OF RECORD

The home address of the Chair person will be the address of record.

D. REVIEW AND DURATION

The bylaws will be reviewed and updated if needed every twenty four months. The Steering Committee will develop a method for dissolution of the Coalition if needed.

E. AREA/GROUPS INCLUDED

Members will be official representatives of neighborhood associations recognized by the City of Olympia.

II. Membership

A. ELIGIBILITY

Members will be individuals representing recognized neighborhood associations who declare that they are designated to represent their associations. The number of members will not be limited. A list of current members will be maintained.

B. ENROLLMENT

An individual representing a recognized neighborhood association seeking to become a member of the Coalition must attend a full Coalition meeting and declare their intent to enroll. No documentation of representation is necessary to enroll in the Coalition. If a question or dispute arises as to representation of an association then documentation may be required. Individuals who misrepresent that they are the designated representative of an association will be precluded from participating in Coalition meetings. In the event of misrepresentation, that association will be required to provide documentation that an individual is the association's representative before enrollment.

C. PARTICIPATION BY PEOPLE WHO ARE NOT MEMBERS

Any individual, including people who are not members of recognized neighborhood associations may attend Coalition meetings, provided they follow the bylaws. These individuals may also be listed as interested parties on the membership list.

D. MEMBERSHIP PRIMARY ROLES

- Adopt and implement the Coalition's work plan.
- Share information, history, and strategies.
- Elect Steering Committee members.
- Vote on the bylaws and other organizational aspects of the Coalition.
- Convey the positions of their associations to the Coalition.
- Keep their associations informed about the activities of the Coalition.

E. MEMBERSHIP TERM

Terms of membership are unlimited. Members may be asked to resign if they do not follow the bylaws.

F. MEMBERSHIP ADVOCACY

Members can engage in any kind of advocacy they choose, as long as they clearly state who they are representing.

G. MEMBERSHIP DONATIONS

Donations to cover the costs of meetings and activities will be solicited from time to time.

III. Meetings of Members

A. QUARTERLY MEETINGS

Meetings of the membership will generally occur quarterly, with special meetings as needed. Members and interested parties will be notified ten days in advance of meetings.

Members may call a meeting without the assistance of the Steering Committee when the Steering Committee has failed to call a meeting in over six months and one third of member neighborhood associations agree to call a meeting.

B. AGENDA AND WORKPLAN DEVELOPMENT

Members and non-members who want to make presentations to the Coalition must make their requests through the Steering Committee. The Steering Committee will develop written guidelines to identify the types of topics that are compatible with the mission, and will make a determination about whether or not the proposed topic is compatible.

An individual member can request a vote to place a matter on the Coalition's agenda when the Steering Committee has determined it is not compatible with the Coalition mission.

C. LETTERS, RESOLUTIONS AND OTHER METHODS OF ENDORSEMENT

People who are seeking endorsement of a proposal may draft letters, resolutions, or other methods describing the individual's position and documenting which neighborhood associations are on the record in support of it.

D. PROPER REPRESENTATION

When discussing the Coalition, members will accurately reflect the intent and content of the Coalition's activities.

E. TYPES OF VOTES AND VOTING RESPONSIBILITIES

Votes will be taken at Coalition meetings on matters related to Coalition business, such as the Bylaws, the agenda and work plan, and election of the Steering Committee. Each member will be allowed one vote. No more than one member per neighborhood association may vote. Members are responsible to ensure that votes they take reflect their neighborhood association's goals.

F. QUORUM

A quorum is comprised of eight members who are qualified to vote. When a quorum is present, a vote can be carried by a majority of qualified voters.

G. USE OF E-MAIL LIST

Members seeking to send an e-mail on behalf of the Coalition will submit e-mails to the Record/Communications Managers to request review and distribution.

IV. Steering Committee

A. GENERAL RESPONSIBILITIES, NUMBER, AND TERM

A Steering Committee comprised of up to eleven (11) Coalition members will be elected in accordance with the voting process defined in these by-laws.

Elections will be held every year. A slate of candidates will be solicited, and nominations will be accepted from the general membership.

Elections for Chair and Vice Chair will be held in separate years to ensure staggered terms. One half of the remaining Steering Committee positions will be open in the first annual election. The available positions open in the first annual election will be determined by random lottery. After the first annual election, all Steering Committee terms will last for two years.

The Steering Committee will consist of a Chair and Vice Chair and at least two people assigned to serve as Record/Communication Managers, and at least two people assigned to serve as Member Coordinators. The responsibilities of these positions are as follows:

1. Chair and Vice Chair

- Develop the agenda.
- Facilitate meetings.
- Serve as the official spokespersons for the Coalition or designate a spokesperson.

2. Record/ Communication Managers

- Take notes at meetings.
- Manage and publish the official record, including identifying who was present, which groups were represented, and how they voted.
- Screen e-mail messages and announcements; determine whether they are appropriate for distribution by the Coalition; and distribute as appropriate.
- Maintain the list of members and interested parties.

3. Member Coordinators

- Communicate with members and prospective members.
- Recruit and coordinate volunteers for specific tasks.

B. ADDITIONAL DUTIES

The affairs of the Coalition will be managed by the Steering Committee. Steering Committee members will adhere to the mission and agreed upon organization and approach of the Coalition. Steering Committee members may fulfill each other's responsibilities on an ad hoc, mutually agreeable basis.

Strategies employed by the Coalition to educate and facilitate collaboration will be agreed upon by the Steering Committee. Steering Committee members, in consultation with each other, will be delegated day-to-day decision making authority on behalf of the Coalition.

C. ELIGIBILITY

Only people representing neighborhood associations may serve on the Steering Committee. No more than one person per association can be on the Steering Committee at one time.

People who are elected officials of local governments and those who have declared candidacy for election to local government may not serve on the Steering Committee.

Candidates for the Steering Committee will disclose all relevant community affiliations before being elected. Steering Committee members will recuse themselves from votes in which a conflict of interest is present.

D. VACANCIES

In the event that the Steering Committee Chair resigns, the person serving as Vice Chair shall immediately assume the role of Chair for the remainder of that position's term. In the event that the Vice Chair resigns, the Steering Committee shall appoint a replacement from its membership for the remainder of that position's term. Any other Steering Committee vacancy shall be filled by appointment of the Steering Committee to serve the remainder of that position's term.

E. DECISION MAKING

The Steering Committee can operate through meetings, telephone conversations, or e-mail. Anyone may attend Steering Committee meetings, provided they follow the Coalition bylaws.

F. REMOVAL/RESIGNATION

Steering Committee members may be asked to resign if they do not abide by the bylaws.

G. ADDITIONAL MEMBERS

During the annual Steering Committee election, additional Steering Committee members may be nominated depending on the general membership's interest and the Steering Committee's workload.

V. Principles

Members of the Coalition will:

- a) Have a positive impact on the local community/Create positive long and short term changes.
- b) Advance important shared issues/Carefully and accurately identify endorsements.
- c) Foster positive relationships/ Build relationships, trust and methods of communication with members of the community.
- d) Engage in constructive and purposeful criticism.
- e) Use inclusive methods, including negotiating agendas, providing advance notice of issues, and inviting all interested parties to discussions.
- f) Use facts, research and analysis as the basis for decisions, and avoid speculation or the use of hearsay information.

VI. Ground Rules

Organized

- Start on time/end on time
- Follow through on commitments – do what you promise you'll do
- Hold yourself and others accountable to the bylaws and ground rules
- Help the facilitator keep the group on time and on track

Participatory and Focused

- Give everyone the opportunity to speak – no side conversations
- Acknowledge the contributions of others
- Keep the big picture and the group's mission in mind
- Be specific--use examples - explain your thinking

Productive

- Represent your association – not yourself
- Seek consensus
- Build on differences in perspective by inviting questions and revisions
- Be willing to politely disagree and discuss challenging issues
- Focus on interests, not positions
- Be gentle yet direct with feedback

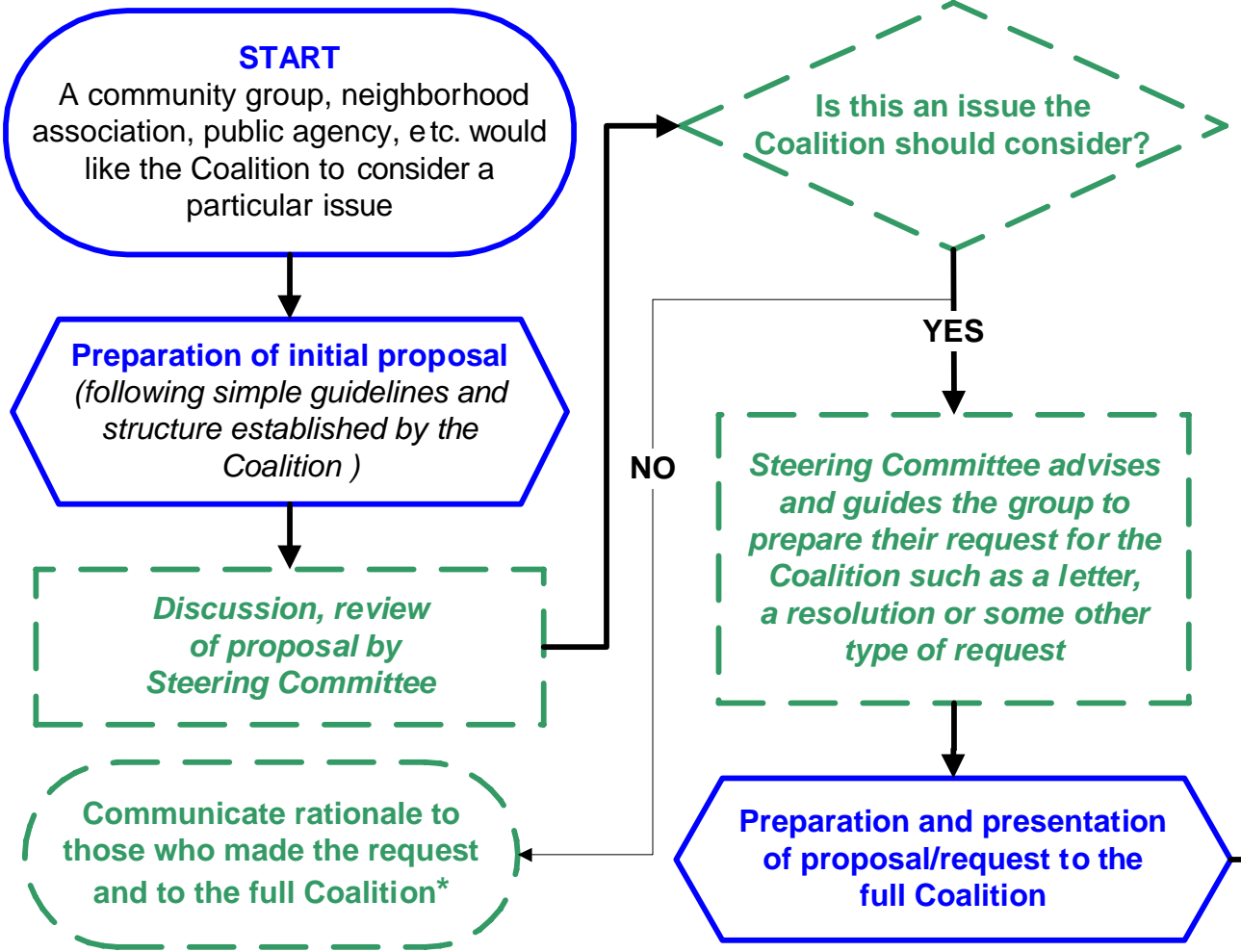
VII "Operating" Process for the Coalition of Neighborhood Associations

Community group, public agency, association, etc.

Who's responsible

Steering Committee

Full Coalition



Coalition discusses issue
Individual Coalition members act on behalf of their own associations

Requests of Coalition members might include:

- Formal support
- Input and feedback
- Partners to help with the work, etc.

The Coalition may also arrange for presentations on topics of interest such as:

- Managing a neighborhood association
- Grant writing
- Innovative neighborhood programs, etc.

Working the issue
 The group that requested the Coalition consider their issue is responsible for documenting which neighborhood associations went on the record to endorse their proposal, and for "working " the issue after the Coalition has considered and discussed it.

Coalition business

- Votes will be taken at Coalition meetings on matters related to Coalition business, such as the Bylaws, the agenda and work plan, and election of the Steering Committee. A quorum is comprised of eight members who are qualified to vote. When a quorum is present, a vote can be carried by a majority of qualified voters.

*The full Coalition may vote to consider an issue the Steering Committee recommends the Coalition not consider further. This might include asking for more information, requesting a presentation, etc.