

Title 2. Legislative Branch

Chapter 2.40. COMMUNITY COUNCILS

§ 2.40.036. Community council bylaws.

- A. Community councils shall file bylaws through the office of municipal clerk for acceptance by the assembly:
1. In conjunction with community council recognition under this chapter;
 2. In timely response to the requirements of this chapter and subsequent code changes as specified in the ordinance; and
 3. Within 45 days of a change in the bylaws.
- B. Pre-approved bylaw provisions. Community council bylaw provisions meeting the requirements of this chapter are set out for the convenience and use of community councils in Exhibit A.^[1] Exhibit A provisions may be adopted by individual councils. Revisions and adaptations of Exhibit A provisions consistent with this chapter may be adopted by a community council subject to acceptance by the Assembly.
- [1] *Editor's note — Said exhibit is **included as an attachment to this title.***
- C. Bylaws adopted by the community council and submitted to the municipal clerk's office will be reviewed by the Assembly Rules Committee, the ombudsman, or other assembly designee for conformity with this chapter **2.40** prior to acceptance by the assembly, and the community council will be notified of any nonconformity requiring correction.
- D. Bylaws in conformity with this chapter **2.40** will be submitted by the municipal clerk to the assembly by assembly information memorandum at the next assembly meeting following submission by the community council, or as soon as practicable after receipt by the office of municipal clerk.
- E. Community council bylaws shall include provisions consistent with these requirements:
1. Definition of the boundaries of the community council as set forth in sections **2.40.040D** and **2.40.090**; identification of boundaries by code reference and associated map number under section **2.40.040** is sufficient and preferred.
 2. Definition and eligibility for community council membership consistent with affording residents maximum community involvement and self-determination under the charter and meeting the requirements of this chapter.
 3. Regular meetings of the council at least four times in a calendar year and at least once each calendar quarter; special meetings at the call of designated officers or executive board members, and by petition from a designated number of council members, to address community council business, including the accommodation of community council responsibilities under municipal code section **21.03.020C**.
 4. The election of officers, term of service, and the designation of an executive board to receive notice and conduct the business of the council between meetings. Community council officers

and executive board members with financial or fiduciary responsibility must be 18 years of age or older at the time of service. A community council, in its discretion, may designate non-fiduciary and non-signatory roles to younger members for leadership training, and may extend voting eligibility to residents 16 years of age and older in the adoption of community council bylaws.

5. The duties and responsibilities of officers, their removal or replacement when a vacancy occurs, and criteria for eligibility to hold an office with the council.
6. A record shall be made by minutes or an electronic recording of all regular and special meetings. Upon request, the record will be made available within a reasonable time determined by the community council.
7. The management of the council's finances including regular status reports and an annual report to the council members on the council's finances or a compilation of treasurer's reports.
8. The dissolution of the council, and for the disposition of the council's property upon dissolution.
9. That the latest edition of Robert's Rules of Order, Revised, shall apply in all instances, matters, and proceedings not covered by the bylaws.
10. Procedures for amending the bylaws.
11. Meeting and member attendance rosters shall be used only for council business.
12. Eligibility to vote.
 - a. Community council bylaws may require prior attendance at one community council meeting in the preceding 12 months as a prerequisite to voting eligibility. For the election of officers and executive board members, community council bylaws may require prior attendance at one but no more than two community council meetings in the preceding 12 months prior to election. Prior attendance is demonstrated by the meeting and member attendance roster. Bylaws shall not otherwise restrict eligibility to vote by members in attendance.
 - b. Only one vote shall be granted to any member: Each resident, non-resident property owner, business, and non-profit organization shall have one vote. If a person meets the qualification of member in more than one category or for more than one property, the member shall have one vote.
13. Conflict of interest. Community councils shall not endorse a candidate for federal, state or municipal elected office.
14. The community council shall not charge dues, or require other financial contribution as a condition of membership or participation. A community council may receive gifts, grants, contributions, or in-kind donations from members or others to meet the costs of its operations, including voluntary dues, provided that membership, participation, and voting privileges shall not be predicated upon payment.

(AO No. 2014-3(S), § 1, 2-11-2014)