

Article 1

Name

The name of the organization shall be Manson Community Council.

Article 2

Purpose

The Community Council shall have the following purpose:

1. To represent the community of Manson as defined by the boundaries of School District #19.
2. To initiate, to work on, and to review projects and studies concerning the general good of the community.
3. To provide a forum for individual citizens, groups and organizations to voice opinions on matters of concern in the community.
4. To provide a means of local coordination between groups and appropriate agencies on matters affecting the community.
5. To participate in, rather than usurp, any of the functions of existing organizations or groups. Make recommendations on behalf of the community, when deemed appropriate; to aid in planning, coordination and production of civic projects, events and activities in our community.
6. To advise private developers and governmental agencies, including, but not limited to city, county and state agencies, utility purveyors, and elected officials, of community concerns on actions, approvals, recommendations, and permits affecting private and public development and projects in the community.

Article 3

Authority

The council shall have no legal authority to impose binding conditions, commitments or requirements on matters which it hears, but may issue advisory opinions based on information presented, community input, and applicable laws and regulations.

Article 4

Finances

1. Members shall serve without salary or compensation.
2. The Council shall have no taxing authority.
3. The Council may solicit or accept funding from private sources or from government agencies, or from grants, or donations. The Council does not have borrowing authority.
4. May only hold and distribute funds of the Manson Community Council. Distribution of all funds shall be approved by a majority vote of the council.
5. Financial accounts shall have two authorized Council members as signers, which shall be any Council member and Secretary/Treasurer, unless a majority vote of the council authorizes an additional Council member authority as signer. If any signer on the account leaves the membership of the Council, or an authorized officer no longer holds an officer position, these Members shall be removed from all authorized signer lists at the earliest opportunity. All financial transactions shall be disclosed at the next regular meeting of the Council in the Treasurer report.

Article 5

Elections

1. *Electors:* Electors shall be registered voters residing within the Manson School District #19. All Council members shall be elected At-Large.
2. *Elections:* The electors shall vote annually for the purpose of electing Members of the Council for open office. Elections will be held on the second Tuesday of December. If only one candidate has filed for any one position and runs unopposed, that candidate may be declared elected without standing for election. If candidate runs unopposed, then there shall be no election.
3. *Notices:* Election notices shall be published in at least two local media sources and posted in at least one public place at least thirty days in advance of the election.
4. *Voting Lists:* Voting lists shall be the current Chelan County Auditors registration lists for Manson School District #19.
5. *Candidates:* Candidates must be registered voters in the Manson School District #19. Petitions for candidates, carrying at least ten (10) signatures of qualified electors, must be received by the Secretary of the Council not earlier than thirty (30) days and due by December first (1st). In the event that no one files for any particular position, the position will remain open. No write-in ballots will be accepted. The Council shall appoint any

person, who is a registered voter in the Manson School District #19, into the open position. Once a candidate is appointed, the candidate shall serve the regular term of office for the position.

Article 6
Council

1. *Number:* The number of Council members shall be five (5).
2. *Representation:* All council members shall be elected at-large.
3. *Re-Formation:* Initially upon re-formation, two (2) members shall serve three (3) years, two (2) members shall serve two (2) years, and one (1) member shall serve one (1) year to offset the electoral seats during the three year period. Newly elected Members shall be sworn in at the regular December meeting and take office on January following the election.
4. *Tenure:* The term of office shall be three (3) years.
5. *Vacancies:* Any vacancies, except those due to expiration of term of office (see Article 5(5)), may be filled by affirmative vote of a majority of the remaining Members. Vacancies must be filled by a resident of Manson School District #19. Any Member Appointment by the Council to fill the vacancy shall serve until the expiration of the term.
5. *Disqualification:* Council members who have unapproved absences from two (2) consecutive regular meetings shall be notified by mail that if they fail to attend the third, they may be removed from Membership by the Council.
6. *Duties:* One Council Member shall make a valid attempt to attend the Chelan County Commissioner, the Chelan County Planning Commission, or the Hearing Examiner meetings when an item pertaining to Manson is on the agenda.
7. *Code of Ethics and Conduct Commitment:* All members of the Manson Community Council shall abide by the Code of Ethics and Conduct which has been adopted by the Council. Any actions of a Member that is found to be in violation of any section of the Manson Community Council's Code of Ethics and Conduct may be removed from Council Membership by majority vote of the remaining council members. During any investigation of the council, or any criminal investigation, or civil investigation that is determined a violation of Code of Conduct and Ethics, may be placed on leave of absence immediately by the Council Chair or Vice Chair, and one other council member, pending the outcome of said investigation by the council and or any outside agency. If any Member is found to be cleared of a violation this places the member on leave of absence, the Member will be reinstated immediately. If any investigation of a member extends beyond the end of the

members term of office, the election for said position will proceed as normal. Article 6(5) will not apply if a Member is placed on leave of absence for investigation purposes under this section, unless the Members term of office expires, or investigative or legal matters extend beyond one year from removal of Membership as stated above, and majority vote of the remaining Council membership

Article 7

Meetings

1. Regular meetings: Regular meetings shall be determined at the January meeting and shall meet at least nine (9) times a year. The date of the meeting may be changed by majority vote of the Council by giving seven (7) days posted notice, and agendas three (3) days prior, in at least one public place, public notice via two (2) local media, and written notice to all Members.
2. Special Meetings: Special Meetings may be called by the Chairman or a majority of Council Members by notifying Members at least seven (7) days in advance and by posting in at least one public place at least seven (7) days in advance. Such notices shall state time, place, and purpose of the meeting. The agenda for Special Meetings shall be available to the public at least 24 hours prior to meeting, and only agenda items may be discussed at the meeting.
3. Emergency Meetings: Emergency Meetings may be called by the Chairman or majority of Council Membership by notifying all Council Members at least 24 hours in advance of the time, place, and purpose of the meeting.
4. Quorum: Fifty percent (50%) plus one (1) council member shall constitute a quorum for all council business. All Council actions shall require a quorum of Members to be present.
5. Actions: Actions of the Council shall be determined by majority vote of the Members present. Council member presence at a meeting may be physically or remotely, via phone or video conferencing, in real time and shall retain all voting rights.
6. Any matter before the Council of which a vote is to be taken, and a member of the Council may have conflict of interest, or such vote or action may be cause for personal gain, shall be required to recuse themselves from any vote or action.

Article 8

Officers

1. Description: The officers of the Council shall be Chair, Vice-Chair and Secretary/Treasurer. Other officers may be designated and elected by the Council as needed.

2. Elections and Terms of Office: The officers shall be elected annually at the December regular meeting. Each officer shall hold office from January 1 to December 31.
3. Vacancies: A vacancy in any officer position shall be filled by the Council at the next regular meeting of the Council and such new officer shall complete the term.

4. Duties of Officers:

A. *Chairman*

The Chairman shall be the principal officer of the Council and shall supervise and coordinate the business of the Council, shall prepare the agenda for each meeting, shall preside at all Council meetings, shall sign all instruments and communications which the Council has authorized and/or directed. In general, the Chairman shall perform all duties incident to the office of the Chairman and such other duties as may be prescribed by the Council occasionally.

B. *Vice-Chairman*

In the Chairman's absence or vacancy of the Chairman position, the Vice-Chairman shall have the same powers and duties as the Chairman. In the Chairman's absence, execution of instruments and communications as authorized by Council shall have the same force and effect as if executed by the Chairman. The Vice-Chairman shall perform such other duties as from time to time may be assigned by the Chairman.

C. *Secretary/Treasurer*

The Secretary/Treasurer shall be responsible for keeping the Council records and shall write, correct and keep the minutes of the meetings, see that all notices are duly given in accordance with the provisions of the Bylaws, keep a register of Members names, phone numbers, addresses and e-mail addresses, and terms of office; perform such other duties as may be assigned by the Chairman occasionally. The Secretary/Treasurer shall have charge and custody of all funds and finances of the Council and perform all duties incident to such custody and care of such funds. The Secretary/Treasurer shall endorse on behalf of the Council all debits with a monetary amount less than \$100.00USD, and make deposit of all funds received. Any amounts equal to or greater than \$100.00USD will also require the Chairman's endorsement unless a transaction is otherwise authorized by a majority of the Council Members during a Council meeting directing the Secretary/Treasurer to conduct such transaction. The Secretary/Treasurer shall keep full and accurate records of all finances and provide monthly reports of income, expenses, and current balances to the Members at each meeting. The position of Secretary/Treasurer shall require that the Member holding this Officer position have direct access to both a computer and printer so that information and correspondence can be forwarded via e-mail and allow for electronic records to be saved and stored by compact disc or other acceptable storage device. The Secretary/Treasurer shall

monitor at least bi-weekly the Council's e-mail and forward information to all Members as necessary. The Secretary/Treasurer is further responsible for updating and maintaining a list of public contact information to be used to send notices of the Council via email, mail or any other authorized media, and shall maintain this information in confidence and only for council use. The Secretary/Treasurer shall perform such other duties as assigned by the Council officers or members

Article 9
Correspondence

1. Any and all correspondence containing an approved motion, done in public meeting, of the Manson Community Council shall be done by Council approval only.
2. Correspondence made or sent on the behalf of the Manson Community Council without prior approval of the council is prohibited. Notifications of meetings, newsletters, or any other correspondence that does not contain any verbiage making a decision, action, promise, condition, commitment, show of support, or any other opinion or promise does not require a vote of the council, but should be sent to all members, and be approved by the Chairman prior to sending.

Article 10
Amendments

These Bylaws may be adopted, altered, amended, repealed or replaced by a majority vote of the Members. Notice to do so shall be approved at the meeting prior to the meeting at which such vote shall be taken. Members shall be given copies of all proposed changes to the Bylaws at the time of such notice.

THESE BYLAWS ARE ADOPTED THIS _____ DAY OF _____, 20__.

Chairman

Council Member

Vice - Chairman

Council Member

Secretary/Treasurer

