

Bylaws for the East Mill Plain Neighborhood Association

Adopted: April 18, 2017

Revised: March 8, 2025

Article I: Name of Organization

The name of this organization is the East Mill Plain Neighborhood Association, referred to as EMPNA hereafter.

Article II: Boundaries

The boundaries of the EMPNA (East Mill Plain Neighborhood Association) are as follows:

South: The midline of East Mill Plain Blvd

West: The midline of SE Hearthwood Blvd

East: The midline of SE 164th Ave and NE 164th Ave

North: The midline of SE 1st Street east to past NE 152nd Ave

All of Summerfield Rental Homes

All addresses east of Summerfield Rental Homes up to and including: NE 4th

Circle, NE 4th Way, 418 NE 160th Ave, 419 NE 160th Ave, and 420 NE 162nd Ave

Article III: Purpose of the Organization

The purpose of the EMPNA is to consider and act upon a broad range of issues affecting livability within the neighborhood's boundaries, and to foster open communication and partnership with the city and among the members of the neighborhood.

Article IV: Membership and Voting

Membership in the EMPNA is open to all residents, property owners, business licensees, and non-profit organizations within the EMPNA boundaries as defined in Article II. All members of the EMPNA may actively participate in neighborhood events, activities and meetings, exercising voting rights pursuant to the bylaws, without regard to race, national origin, religion, sex or physical ability.

1. All members 18 years and older who reside or own property inside the EMPNA boundaries are entitled to one vote.
2. Business licensees and non-profit organizations within the boundaries of EMPNA count together as one vote regardless of the number of representatives.
3. There will be no proxy or absentee voting.
4. Members must be present at current meeting (in person or via Zoom, if used) where voting takes place, in order to have their vote counted.
5. Present voters (in person or via Zoom, if used) will vote by raising of hands to be counted.
6. Decisions will be made by majority rules as long as a quorum is met.

Article V: Meetings

1. A minimum of one General Meeting of the EMPNA will be held each year.
2. Executive Board meetings will be held a minimum of once per quarter. All decisions made by the Executive Board will be by majority rule with at least two board members needed for voting. Voting outcomes will be subject to confirmation at a meeting of the general membership.
3. Special meetings may be called when a need is brought to the attention of the Executive Board. Voting outcomes will be subject to confirmation at a meeting of the general membership.

4. All meetings will be in a public location and open to all members of the EMPNA.
5. All meetings will be publicized at least seven days in advance in multiple ways such as: newsletter, postcard, bulletin, social media, email, phone, posting of signs in prominent locations throughout the neighborhood.
6. Quorum: In order for a motion to be addressed there must be at least seven members voting and at least two of those nine members must be EMPNA Officers.

Article VI: Officers

The EMPNA will have a minimum of three Officers: a Chairperson, a Co-Chairperson, and a Secretary/Treasurer. All Officers must continuously reside within the boundaries of the EMPNA. All terms of office will be for one calendar year, from January 1 to December 31. Officers will be elected by popular vote in an autumn general meeting of the previous year. If an Officer position becomes vacant at any time throughout the year, the remaining board members will fill the vacancy by appointment. Any appointed office will be voted on at the next general meeting.

Article VII: Duties of Officers

The officers of the EMPNA will preside over all meetings, planning sessions, and activities of the EMPNA. The duties of each officer include, but are not limited to, the following:

Chairperson: Preside at meetings; represent and advocate for the neighborhood; act as primary leader of the association; be a contact person for member concerns; keep an electronic backup of EMPNA records in a safe location; update records at the end of the year; transfer records to the next Chairperson.

Co-Chairperson: Assist Chairperson at meetings as needed; represent and advocate for the neighborhood; act as a leader of the association; be a contact person for member concerns. If for any reason the Chairperson is unable to fulfill their duties, the Co-Chairperson will fill the position of Chairperson for the remainder of the Chairperson's term.

Secretary/Treasurer: Maintain sign-in sheets and other records as bylaws require; take meeting notes in order to create minutes for each meeting; keep an attendance record of all meetings; manage the funds of the EMPNA; keep full and accurate account of receipts and expenditures; document and report on EMPNA finances at the beginning of each meeting; keep EMPNA records in a safe location; update records at the end of the year; transfer records to the next Secretary/Treasurer each year. Records will be made available for examination by EMPNA members upon request.

Article VIII: Executive Board

The EMPNA's Executive Board will consist of the Officers as outlined in Article VI, plus any Committee Chairpersons. A member may be both an Officer and a Committee Chairperson, but may count as only one vote on any motions. A board member who has three absences from any and all meetings, without notice, shall be considered "inactive." Inactive board members will be removed from the board.

Article IX: Committees

Committees to focus on special issues may be created as needed and/or desired by membership. A Chairperson will be appointed for each committee. Committee Chairpersons will determine times and locations for committee meetings. All committees will be open to all members of EMPNA.

Article X: Records

Records of the EMPNA will be kept by the Secretary/Treasurer. Records will be scanned and saved in an electronic format and retained on two portable data storage devices (e.g. a USB,

flash, or thumb drive). Said devices will be passed from current officers to future officers at the end of the calendar year, or to appointed officers in the case of mid-term vacancies. One device will be kept by the Chairperson and one device will be kept by the Secretary/Treasurer.

The EMPNA will retain all records, correspondence, etc., pertinent to business transactions as required by the Internal Revenue Service, State of Washington, and the City of Vancouver, which include, but are not limited to:

1. Financial Records: Balance sheet and spending report
2. Meeting Minutes: Minutes will be taken at every meeting detailing conversation and discussion of each item discussed.
3. Meeting Sign-in Sheets: Attendance sign in sheet will be passed around/taken at each meeting.

Article XI: Funding

Membership fees shall be voluntary and shall not bar any resident from association membership or voting privileges. Voluntary dues, contributions, contracts, grants or subscriptions may be used by the association to fund Neighborhood Association activities. Expenses over \$20 must have Executive Board approval. All checks issued by the EMPNA require the signature of the Secretary/Treasurer and one additional Officer. Donations may be used by the EMPNA for neighborhood events and meetings, excluding alcoholic beverages.

Article XII: Amendments and Revisions to the Bylaws

These bylaws shall be reviewed annually at the first meeting of each year and then as needed, and may be amended or revised at any general meeting with a quorum by a 2/3 majority vote. Proposed bylaw amendments or revisions must be submitted in writing to the Executive Board no less than fourteen days prior to the general meeting, and must be published in either the newsletter, emails, or social media prior to the general meeting. They must also be included on the next general meeting's published agenda. All bylaw changes must be reported to the city of Vancouver within thirty days of approval by the EMPNA.

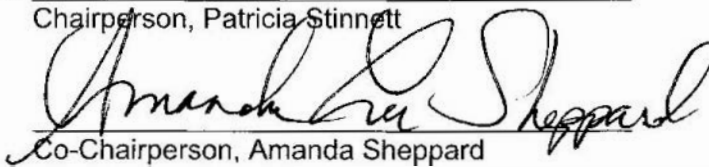
Article XIII: Dissolution of Association

The EMPNA may dissolve itself at any general meeting with a quorum by a 2/3 majority vote. Any remaining EMPNA funds will be donated to The City of Vancouver Office of Neighborhoods after association debts are paid.

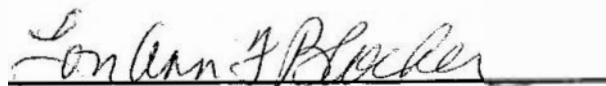
Adopted by the Executive Board of the EMPNA this 3th day of March, 2025.



Chairperson, Patricia Stinnett



Co-Chairperson, Amanda Sheppard



Secretary/Treasurer, Lou Ann Blocker