

September 16, 2006

**BY-LAWS**

**CASCADE ASSOCIATION OF NEIGHBORS**

ARTICLE I. Organization

1. The name shall be **Cascade Association of Neighbors**, hereafter referred to as the “**Neighborhood**” or “**CAN.**”
2. The **Neighborhood** fiscal year will run from November 1<sup>st</sup> to October 31<sup>st</sup>.
3. The **Neighborhood** will not discriminate on the basis of race, color, national origin, sex, sexual preference, marital status, age, religion, creed, or political belief in admission to, or in the conduct of its meetings.

ARTICLE II. Purpose

The purpose of the **Cascade Association of Neighbors** is to provide a vehicle for identifying and communicating to city government and the broader Bozeman community the needs and concerns of the neighborhood. The areas of concern include, but are not limited to, the following: schools, safety, traffic, zoning, assessments, recreation, open space & parks, environment, historical preservation, and neighborhood impact. The association is a voluntary organization. The association will work with the Inter-Neighborhood Council (INC) to:

1. Review and recommend actions, policies and plans to the Inter-Neighborhood Council, the City of Bozeman, and any City agency, Commissioners or Boards on any matter affecting the **Neighborhood**.
2. Communicate to city officials priority needs for the **Neighborhood**.
3. Review items for inclusion in the city budget, and make recommendations for **Neighborhood** improvements.
4. Stay informed about all matters affecting the **Neighborhood**.
5. Solicit opinions from members and share them with city staff and elected officials.
6. Facilitate effective neighbor-to-neighbor communication and creative collaboration among neighborhood groups.
7. Maintain regular communication with the City of Bozeman Neighborhood Coordinator, and maintain active participation in the Inter-Neighborhood Council (INC).

ARTICLE III. Neighborhood Boundaries

The **Cascade Association of Neighbors** has the following boundaries: Durston on the North, Fowler (extended) on the East, Babcock on the South, and Ferguson on the West. These boundaries may be amended at any time by a two-thirds (2/3) majority vote of the members attending an official meeting.

ARTICLE IV. Membership

1. Membership shall be open to any person who lives in or owns property in the neighborhood, and who is at least 18 years old.
2. Each member may vote in person during a meeting of **CAN**.
3. These by-laws shall be posted on the **Cascade Association of Neighbors** website and filed with the City Neighborhood Coordinator. Owners of rental properties in the neighborhood are encouraged to supply a copy of these by-laws to renters.

ARTICLE V. Voting

1. At all of the meetings of the **Neighborhood**, except for the election of Steering Committee members, all votes shall be by voice or show-of-hands, unless a motion from the floor for a secret ballot is approved. For election of Steering Committee members, ballots shall be provided so that votes are cast anonymously.
2. A simple majority will pass a resolution provided the quorum (20 members) is in attendance at the meeting. The number of votes for and against a resolution shall be recorded in the official minutes of the meeting.
3. At all votes by ballot, the Chair of the meeting shall appoint a committee of three (3) to act as "Inspectors of the Election." They shall, at the conclusion of the balloting, certify the results of the election in writing to the Chair. No Inspector of Election shall be a candidate for office or have an obvious conflict of interest.
4. A statement of the election results, certified by the Election Committee, shall be affixed to the minutes of the meeting.

ARTICLE VI. Steering Committee Conflict of Interest

No Steering Committee member may vote upon a matter coming before the **Neighborhood** in which he/she has a direct personal or financial interest. Immediately upon becoming aware that such a conflict may exist, a Steering Committee member must disclose the existence of the potential conflict, which may result in his/her withdrawal from further deliberations and a suspension of voting on the issue. Any such disclosure shall be fully documented in the minutes of the meeting.

ARTICLE VII. Meetings

1. The **Neighborhood** shall conduct all neighborhood meetings in a business-like manner.
2. The bi-annual membership meetings of the **Neighborhood** shall be held during the months of April and October of each year.
3. The **Neighborhood** may call special meetings throughout the year as needed to address pertinent city and **Neighborhood** business, activities and concerns. Notification to members for these special meetings will follow the procedures outlined in Article VIII of these by-laws.
4. All meetings shall be open to the public. However, only qualified voting members of the **Neighborhood** are eligible to vote.

5. The minimum number of the **Neighborhood** members necessary to establish a quorum for the conduct of official business at any regular or special meeting is twenty (20) current eligible voting members.
6. Approved minutes of meetings and a record of attendance shall be kept for all meetings of the **Neighborhood**. A copy of the minutes shall be posted on the Neighborhood website, forwarded to the City of Bozeman Neighborhood Coordinator to be maintained on public file, and also kept on file at the home of the Secretary and Chair of the **Neighborhood**.

ARTICLE VIII. Notification of Meetings

1. All meetings shall be publicized in the neighborhood using at least one of the following means: flyers, postal mailings, e-mails, and telephone. Notices should be distributed not less than seven (7) days prior to a regular meeting, and not less than three (3) days prior to a special meeting (if possible). Notices shall include place, date, time and preliminary agenda.
2. Failure to receive a meeting notice by individual members does not invalidate an official meeting. However, the provisions of this section shall be complied with in good faith.

ARTICLE IX. Steering Committee

1. The Steering Committee shall consist of nine (9) individuals who are voting members of the **Neighborhood**, as follows: four (4) officers (Chair, Vice-chair, Secretary, Treasurer), and the Chairpersons of each of five (5) standing committees: Governance/Nominating, Communication, Social, Issues & Safety, and Parks. Inter-Neighborhood Council (INC) Representatives shall be selected from among the Steering Committee members.
2. The Steering Committee shall be responsible for the management of the affairs of the **Neighborhood**. The duties of the Steering Committee shall include scheduling and running **Neighborhood** meetings, holding elections as called for in these by-laws, organizational planning efforts, and representing the **Neighborhood** in communications with city government. It shall also act for the **Neighborhood** in matters specifically delegated to it.

ARTICLE X. Officers and Duties

1. The officers of the **Neighborhood** shall be: Chair, Vice-Chair, Secretary and Treasurer. Officers shall not chair any of the standing committees.
2. The Chair shall conduct Steering Committee and regular membership meetings of **CAN**, represent the neighborhood at official functions, and generally provide oversight for the business of the **Neighborhood**.
3. The Vice-Chair, in the event of the absence or inability of the Chair to exercise the office, shall become the acting Chair of the **Neighborhood**, with all the rights, privileges and powers as if he or she had been the duly-elected Chair.
4. Members of the Steering Committee selected as INC Representatives shall represent the interest of the **Neighborhood** at INC meetings held by the city of Bozeman, and shall meet with the City of Bozeman Neighborhood Coordinator as needed to discuss **Neighborhood** and community-wide issues. These positions shall be selected by a simple majority vote of the committee. They will report all activities carried out by INC at regular meetings of the **Neighborhood**.

5. The Secretary shall be responsible for seeing that all notices are distributed to members of the **Neighborhood**. The Secretary shall be the official custodian of the records as required by these by-laws. The Secretary shall produce all written communications as directed by the Steering Committee or **Neighborhood** membership.
6. The Treasurer shall have custody of all monies belonging to the **Neighborhood**, and shall maintain an accurate accounting of all receipts and expenditures generated through the **Neighborhood**. The Treasurer shall provide a financial report to members of the **Neighborhood** at official meetings. These reports shall be affixed to the meeting minutes. The Treasurer plus one other officer shall be authorized to sign checks on behalf of the **Neighborhood**.

ARTICLE XI. Nomination, Election, and Terms of Steering Committee Members\*

1. A nominating committee appointed by the Chair shall propose for the October meeting a slate of eligible candidates from the **Neighborhood** for the Steering Committee for the coming year. Nominations shall also be accepted from the floor. All candidates must accept the nomination and be qualified members of the **Neighborhood**.
2. The **Neighborhood** voting members will elect nine (9) members of the Steering Committee by a majority vote the first year (2006). In each of the following years at least three (3) members will be elected to the Steering Committee. Unexpected vacancies will be filled at the next official meeting of the membership.
3. Voting will be done by secret ballot if there are more candidates than positions available for the Steering Committee. Election ballots shall be maintained by the Secretary for a period of sixty (60) days.
4. Terms for Steering Committee members shall be for three (3) years, and their terms shall commence on November 1<sup>st</sup> of the same year following the October election. Steering Committee members shall serve no more than two (2) consecutive terms.
5. During the start up period of this organization (2006), the length of terms for elected members shall be as follows:
  - a. The three (3) candidates receiving the most votes will serve three-year terms.
  - b. The next three (3) candidates receiving the most votes will serve for two years.
  - c. The three (3) candidates receiving the fewest votes will serve for one year.
6. The nine (9) elected members of the Steering Committee shall determine the following officers from within the committee: Chairperson, Vice-chair, Secretary and Treasurer. In addition, they will select Chairpersons for each of the following standing committees: Governance/Nominating, Communication, Social, Issues & Safety, and Parks. The Steering Committee shall also select two (2) INC Representatives. The term for each of these positions is at the discretion of the Steering Committee, but shall not exceed six (6) consecutive years.
7. The Secretary shall submit to the City of Bozeman Neighborhood Coordinator in writing the names of all Steering Committee members, including the newly elected officers and committee chairs, their terms, and contact information.

\* Nomination and election of officers: During the organizational phase of the **Cascade Association of Neighbors** (April-October 2006) a self-appointed Steering Committee will guide the organization until an official election can be held (in October 2006).

ARTICLE XII. Removal and Vacancies of Officers

1. Any elected Steering Committee member may be removed for good cause. Removal shall be debated by the Steering Committee, and shall require a two-thirds (2/3) vote of the committee.
2. Should vacancies occur outside the normal election process, the Steering Committee shall vote to fill the position until the next regular neighborhood meeting. Candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled meeting following the vacancy. The person elected to the vacated office will serve for the remainder of the term.
3. The Steering Committee shall meet at least quarterly. If a Steering Committee member fails to attend 50% of the Steering Committee meetings, that member will be automatically removed.

ARTICLE XIII. Committees

1. The Chair may create ad-hoc committees to facilitate the conduct of business for the **Neighborhood**.
2. Each standing committee may appoint sub-committees as needed to conduct specialized business of the **Neighborhood**.
3. Committees shall summarize activities and accomplishments in an oral report at official meetings of the **Neighborhood**, and these reports shall be entered into the minutes.

ARTICLE XIV. Dues

1. The Steering Committee is responsible for the overall financial management of **CAN**.
2. The Treasurer shall assume day-to-day financial management duties.
3. The fiscal needs of the **Neighborhood** will be covered by voluntary donations. Donations shall be solicited and accepted at all meetings of **CAN**, as needed.

ARTICLE XV. Amendments

1. These by-laws may be amended by a two-thirds (2/3) majority vote of members present at any regular or special Neighborhood meeting.
2. Amendments approved by the **Neighborhood** shall be forwarded within fourteen (14) days to the City of Bozeman Neighborhood Coordinator.