

Proposed Bylaw adoptions for West Hills Neighborhood Council:

Proposed Addition 1:

Digital Property and Account Management Policy – West Hills Neighborhood Council (WHNC)

A. Ownership

All digital platforms, accounts, and online assets—including but not limited to websites, social media pages, email lists, email accounts, and newsletters—created in the name of the West Hills Neighborhood Council (WHNC), or created to represent or benefit the WHNC, are the sole property of the WHNC.

B. Account Registration and Password Management

1. All digital accounts must be registered under the council’s designated email address: **whnc99224@gmail.com**.
2. Passwords for all WHNC-managed accounts (including email and social media) must be reset during the transition of council officers. Updated login credentials must be documented and completed **within 7 days** following the election.
3. The **Chair** of the Executive Council is responsible for maintaining a **master list** of all current login credentials. This may be kept in a secure spreadsheet or a digital password manager.

C. Social Media Administration

1. All WHNC officers must be offered the option to be added as “administrators” to WHNC social media accounts within **7 days** of an election.
2. At least **two officers** must serve as active administrators on each WHNC social media account at all times.

D. Non-Compliance and Enforcement

Failure to follow this policy—including but not limited to refusing to relinquish access, deleting accounts, or transferring control of WHNC digital assets without authorization—may be considered misappropriation of public or council property. Such actions may be reported to the City of Spokane and/or referred to legal authorities for investigation and potential legal action.

Proposed Addition 2:

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Article X: Removal of a Member

Section 1. Grounds for Removal

A general member of the West Hills Neighborhood Council may be considered for removal for any action that:

- Violate the bylaws, policies, or adopted code of conduct of the Council.
- Involve harassment, discrimination, or abusive behavior toward other members or community members.
- Result in repeated disruption of meetings or Council activities.

Section 2. Reporting Concerns

Any executive member or member may submit a written concern regarding another member's conduct to the Chair (or Vice-Chair if the concern involves the Chair). Concerns must include specific examples and, when possible, documentation.

Section 3. Review Process

1. Upon receipt of a concern, the Executive Committee (Chair, Vice-Chair, Secretary, Treasurer) shall review the matter within 30 days.
2. The member in question will be notified in writing of the concern and given the opportunity to respond in writing and/or at a closed session of the Executive Committee.
3. The Executive Committee may attempt mediation, corrective action, or a warning prior to removal, unless the conduct is deemed severe.
4. The Executive Committee shall decide by simple majority vote to bring forward a recommendation for removal.

Section 4. Decision-Making

- A recommendation for removal must be presented by the Executive Committee to the full Council at a regularly scheduled meeting.
- The member in question has the right to speak prior to a vote.
- Removal requires a **two-thirds (2/3) vote** of the executive members.
- Removal shall be for two years unless otherwise stated by the executive council.

Section 5. Enforcement and Recordkeeping

- The decision, supporting documentation, and the effective dates of removal shall be recorded in the official meeting minutes.

- In the event of a leadership transition or election, the expulsion decision and supporting documentation must be communicated to incoming officers to ensure continuity.
- A removed member or executive member may not:
 - Serve in any executive role during the period of expulsion.
 - Attend Neighborhood Council meetings, events, or committees during the expulsion period.
- The Council shall make reasonable efforts to communicate decisions respectfully and maintain transparency with the broader neighborhood to preserve trust.

Section 6. Appeals Process

1. **Right to Appeal:** A removed member has the right to appeal the decision within sixty (60) days of written notice of removal, or upon the election of new officers, if such election falls within sixty days of the removal decision.
2. **Submission:** Appeals must be submitted in writing to the Council Chair (or Vice-Chair if the Chair is involved).
3. **Review Authority:** Appeals will be reviewed by the Executive Committee who may choose to establish a review committee.
4. **Decision:** The review panel must issue a written decision within thirty (30) days of receiving the appeal. The decision may:
 - Uphold the removal,
 - Overturn the removal,
 - Modify the terms (e.g., shorten the duration of expulsion or require specific corrective actions).
5. **Finality:** The panel's decision shall be final and binding on the Council.

Proposed Addition 3: Section 8.5 “Communications Director”

Proposal to add language to section 8.5.1

“ Maintain the WHNC Website, and all social media accounts.”

Proposed Addition 4: Section 9 Language Clarity

Proposal to change “Quarterly” Language in Sections:

- **9.B** In odd years, at the third regularly scheduled WHNC meeting of the calendar year, an announcement shall be made that nominations will be accepted at the fourth regularly scheduled WHNC meeting of the year for election of officers for the following calendar year.
 - **Proposal:** In odd years, at the regularly scheduled third quarter WHNC meeting, an announcement shall be made that nominations will be accepted in the fourth quarter WHNC meeting for election of officers for the following calendar year.

- **9.C.** In odd years, at the fourth regularly scheduled WHNC meeting of the calendar year, nominations shall be accepted for officers for the following calendar year. Candidates must be qualified WHNC members and must be willing to accept the nomination.
 - **Proposal:** In odd years, at the regularly scheduled WHNC meeting in the fourth quarter of the calendar year, nominations shall be accepted for officers for the following calendar year. Candidates must be qualified WHNC members and must be willing to accept the nomination.

- **9.D.** Officers shall be elected by qualified voting members attending the fourth regularly scheduled WHNC meeting of the calendar year. A majority vote is required if there are two candidates; a plurality vote is required if there are three or more candidates.
 - **Proposal:** Officers shall be elected by qualified voting members attending the regularly scheduled WHNC meeting in the fourth quarter of the calendar year. A majority vote is required if there are two candidates; a plurality vote is required if there are three or more candidates.