

PREAMBLE

CITY RECORDER

We, members of the Central City Neighborhood Council, with these Bylaws declare our intentions for the conduct of our affairs. These Bylaws augment but do not replace the Articles of Incorporation of this Council.

We are committed to conform to the criteria for recognition under the Ordinances of Salt Lake City.

I. NAME AND LOCATION:

1. This organization shall be known by its name: Central City Neighborhood Council, properly abbreviated CCNC.
2. The boundaries of the area served by the Central City Neighborhood Council are the centers of the following streets: South Temple, 700 East, 1300 South, and State Street in Salt Lake City, UT.

II. PURPOSE AND POLICIES:

1. The Central City Neighborhood Council promotes the well-being of the residents and business owners within the area served by it, and seeks and invites the participation of all residents regardless of age, gender, race, ethnicity, sexual orientation, gender identity, religion, or national origin.
2. Meetings of the Central City Neighborhood Council shall comply with the Open and Public Meetings Act of Utah. General membership meetings shall be open to the public, and any person wishing to speak on neighborhood-related matters may be given time to speak at a general meeting with permission from the board.
3. The Central City Neighborhood Council may by appropriate action, on behalf of the residents and business owners, study, support, oppose, make recommendations, and take other action on community matters and policies that affect the residents and businesses served by CCNC. Its official status does not diminish the right of individual members on their own to speak, act, or organize in opposition to decisions of CCNC.
4. Statements to or before any governmental entity made on behalf of the Central City Neighborhood Council may be made by the executive board on behalf of the executive board through majority vote of its members, or on behalf of the Central City Neighborhood Council general membership through majority vote of its members.
5. A copy of these bylaws shall be offered to each member upon request, and shall be available on CCNC's official website. A copy shall be held by Salt Lake City Corporation in accordance with the city's community-based organization ordinances.

III. MEMBERSHIP:

1. Any person who resides within the boundaries of Central City Neighborhood Council, and attends in person at least one meeting, is considered a member of this organization.
2. Any member who is at least 16 years old has the right to one (1) vote.
3. A single designee of a licensed business, civic organization, service agency, or institution located primarily within the area served by CCNC has the right to one (1) vote. Multiple designees or single designees of multiple businesses or entities within CCNC's boundaries are not entitled to multiple votes.
4. No member or designee is entitled to more than one (1) vote for any reason.

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5. Non-members, defined as any participant who does not qualify as a voting member, is welcome to attend and participate in the monthly public meetings of Central City Neighborhood Council, with the exception of membership votes and at the pleasure of the executive board.

IV. GENERAL MEMBERSHIP MEETINGS:

1. Central City Neighborhood Council shall hold general monthly membership meetings at regular times.
2. The Chairperson, Vice-Chair, or Secretary shall prepare an agenda for each meeting, which may also serve as notice for the meeting, that will be provided to members who regularly attend meetings or who request notice.
3. Notice of a meeting must be given at least seven (7) days prior to the meeting.
4. Minutes will be considered official after a majority vote of the Executive Board agrees. Official minutes of general meetings shall be made available to the general body upon request. A copy of the last meeting's minutes must be available on the CCNC website prior to the date of the next meeting.
5. Decisions on actions to be taken, or the granting or withholding of Central City Neighborhood Council's approval of proposals, shall be made either by a vote by the general body of CCNC or by the Executive Board. Votes are to be held by an open show of hands, but voting by secret ballot may be made at the discretion of the Executive Board.

V. EXECUTIVE BOARD

1. The Executive Board shall be elected by and from the voting membership. Elections shall be held each year at the November general membership meeting.
2. No person who has not attended at least three of the prior year's general membership meetings shall be eligible for election to the Executive Board.
3. The Executive Board shall consist of five positions: Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer. All seven positions shall serve one-year terms, commencing with the meeting following the one at which they are elected.
4. A member of the Executive Board shall be deemed to have resigned upon absences without explanation from three consecutive general membership meetings. A member of the Executive Board shall be deemed to have resigned upon changing residence to a place outside the area served by the Central City Neighborhood Council, or by losing their designation by a local business entity.
5. A majority of the membership of the Executive Board shall constitute a quorum for the conduct of the board's business at meetings during which formal matters are considered for action.
6. The Executive Board shall conduct regular meetings every month for the purpose of general meeting agenda planning and other business, as necessary. The meeting shall take place prior to the deadline for agenda submission each month. Special meetings may be conducted upon the call of the Chair.
7. Vacancies on the Executive Board shall be filled by nomination from the Board and ratification by the majority membership of the Central City Neighborhood Council. The replacement shall serve the balance of the term of the vacating member.
8. The name, address, and telephone number of each member of the Executive Board shall be provided to each member of the Central City Neighborhood Council upon request.

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VI. EXECUTIVE BOARD OFFICES

1. **Chairperson** shall preside at all meetings of the Central City Neighborhood Council and all meetings of its Executive Board; shall be, ex officio, a member of all committees of CCNC; shall perform all other duties as may be delegated by CCNC and its Executive Board.
2. **First Vice-Chair** shall assume the duties of the Chairperson in the event of the resignation, absence, disability, or death of the Chairperson; shall fill the vacancy until the Chairperson returns or a new Chairperson has been nominated by the Executive Board and the nomination has been affirmed by a majority vote of a quorum of the board at its next meeting; and is responsible for all other duties as delegated by CCNC or its Chairperson.
3. **Second Vice-Chair** shall assume the duties of the Chairperson in the event of the resignation, absence, disability, or death of the Chairperson and First Vice-Chair; shall fill the vacancy until the Chairperson or First Vice-Chair returns or a new Chairperson or First Vice-Chair has been nominated by the Executive Board and the nomination has been affirmed by a majority vote of a quorum of the board at its next meeting; and is responsible for all other duties as delegated by CCNC or its Chairperson.
4. **Secretary** shall keep the minutes of all meetings of Central City Neighborhood Council general meetings; shall maintain the calendar of events on the official site; and shall book guest speakers for the CCNC general meeting at the request of the Chairperson.
5. **Treasurer** shall monitor and maintain a list of financial transactions; shall report quarterly to the general body on the financial condition of the organization, and shall prepare fundraising lists for the Executive Board.

VII. AMENDMENTS

1. Amendments to these bylaws may be made only by the vote of the general membership. A vote on amendments shall be taken only after the proposal to amend shall have been presented at a meeting of the general body held no less than three weeks nor more than ten weeks prior to the meeting at which the vote is taken. A proposal to amend shall set forth in writing the text of current bylaws and the text after the proposed amendment.
2. Approval of proposed amendments require an affirmative vote of two-thirds of the present voting members of the Central City Neighborhood Council.