

# **LYLE COMMUNITY COUNCIL BYLAWS**

Proposed: December 10, 2022

Adopted: February 8, 2023

Amended June 19, 2024

Adopted July 10, 2024

## **ARTICLE I: NAME OF ORGANIZATION.**

The name of the organization shall be the Lyle Community Council (LCC).

## **ARTICLE II: PURPOSE**

**Section 1:** The purpose of the Lyle Community Council (LCC) is to represent the community of Lyle, an unincorporated town in Klickitat County, Washington. The LCC shall promote the interest and welfare of its citizens.

**Section 2:** The LCC shall fulfill its purpose by:

- Providing a forum for individual citizens to voice their concerns and opinions.
- Actively promoting community involvement.
- Providing a collective voice for the Lyle community and act as an official liaison between the community and other organizations and agencies.
- Keeping the Lyle community informed on topics of common interest and community concerns.

## **ARTICLE III: DEFINITIONS:**

**Community of Lyle** – All citizens living within the defined boundary. The Lyle community boundary is defined as the area within Lyle's Fire District, Klickitat County Fire Protection District #4. See page 6 for map of fire district boundaries.

## **ARTICLE IV: DUTIES AND RESPONSIBILITIES.** The LCC shall:

- Serve in an official capacity with no regulatory power to levy taxes or to impose its will on the citizens of the Lyle community.
- Promote the purposes described in Article II.
- Hold regular meetings and communicate with the citizens by appropriate means to inform them of issues and happenings affecting the community and to obtain their opinions, comments and suggestions.
- Plan, organize, and/or participate in community activities to promote community unity.

- Secure participation in development of community development plans, comprehensive land use planning and capital improvement projects.
- Keep a record of its acts, decisions and monetary transactions.
- In order to be considered for reimbursements, expenditures will be approved by a Council vote. Request for Reimbursement form shall be submitted to the Treasurer within 3 months, with original receipts attached. Cash or in-kind donations shall be remitted to the treasurer promptly and donor(s) acknowledged appropriately.

## **ARTICLE V: COUNCIL BODY, ELECTIONS AND ELEGIBILITY.**

The total number of Council Members shall be seven. Election of Council Members shall be conducted annually at the regular November meeting.

### **Section 1: Election Process.**

Council Members must be residents of Lyle. The voting body is the community of Lyle. In August, the Lyle Community Council will start accepting applications from interested candidates for the annual November election. Each candidate will fill out the LCC Candidate's Statement Form and submit the information no later than the scheduled October meeting. Candidates for the Council will be allowed to introduce themselves and speak briefly at the October meeting, and again at the November meeting prior to the vote.

### **Section 2: Membership & Terms.**

- The term of Council Members shall be three years.
- The terms of Council Members shall be staggered such that no more than 50% of the council members stand for election in any one year.
- In the case of a vacancy, the existing Council Members may appoint a community member to serve until the next scheduled election, at which time the community will vote on a replacement to fulfill the vacated member's remaining term.
- In the event of a national or regional event that precludes the LCC being able to hold its regularly scheduled meetings with public participation, council meetings will be on hold until such time as it is possible for the LCC and Lyle community members to gather safely again. If this period of time falls such that Council Member elections are not able to be held, the election will be bypassed until such time as regular meetings with public participations have been reestablished, and the LCC is able to resume elections in the usual fashion.

### **Section 3: Dismissal**

A Council Member who is egregiously disruptive of Council meetings, or has missed more than 3 consecutive regular meetings without excuse, may be removed from the Council. It is the Chairperson's prerogative to call for a motion to remove the member. A quorum must be present. A two thirds majority vote is necessary for removal.

- Documentation of egregious disruptive behavior will be made and retained. These behaviors include, but are not limited to: failure to attend 3 consecutive regular meetings without a valid excuse, engaging in conduct that is detrimental to the Council, violating Council Bylaws.
- Prior to written notification, every effort will be made to convene the Council informally to discuss the concerns and plans moving forward.
- If the Council considers that the dismissal process should follow, the Council Member will be notified in writing of the intent to request dismissal.
- The Council Member will be given the opportunity to address the Council before the vote is taken.

### **ARTICLE VI: OFFICERS**

**Section 1:** The Officers of the LCC will be: Chairperson, Vice Chairperson (or Co-Chair), and Secretary and/or Treasurer.

**Section 2:** Officers shall be elected by the Council at their December meeting.

**Section 3:** Newly elected Officers shall assume their duties at the first regular meeting of the year.

**Section 4:** Term of Office shall be for one year.

**Section 5:** The Chairperson shall preside at all meetings and shall perform all other duties as may be prescribed by the council.

**Section 6:** The Vice Chairperson shall have the authority to act as Chairperson in his/her absence or disability.

**Section 7:** The Secretary and/or Treasurer shall:

- Be responsible for keeping the minutes of each meeting.

- Act as Chairperson in the absence of the Chairperson and the Vice Chairperson.
- Keep accurate records of all receipts and disbursements of monies received and paid by the council, and give a Treasurer's report at each monthly public LCC meeting.

#### **ARTICLE VII: COMMITTEES.**

Special committees may be appointed by the Chairperson for purposes and terms which the Council approves, which will be identified in the LCC meeting minutes.

#### **ARTICLE VIII: PARLIAMENTARY AUTHORITY.**

In all cases of order not otherwise provided for in these Bylaws, Robert's Rules of Order, revised, shall apply.

#### **ARTICLE IX: AMENDMENTS.**

The LCC Bylaws may be amended or repealed, and new Bylaws may be adopted by a consensus of the attending Council Members at a public open meeting. Public notice of the changes must be posted at least two weeks prior to the Council vote.

Map of Lyle Fire District, Klickitat County Fire Protection District #4.

