

**Dallesport-Murdock Community Council**  
**Bylaws**  
**(Revised Oct 10, 2019)**

**Article 1: Name**

The name of the organization shall be the Dallesport-Murdock Community Council. Henceforth, 'Council' shall specify Dallesport-Murdock Community Council.

**Article II: Purpose**

The purpose of the Dallesport-Murdock Community Council shall be:

- 1) To represent the communities of Dallesport-Murdock.
- 2) To initiate, to work on, and to consider projects and studies concerning the community.
- 3) To provide a forum for individual citizens to voice their opinions.
- 4) To provide a central agency with which organizations within the Dallesport-Murdock community can identify.
- 5) These Bylaws are not to be interpreted as limiting any citizen's attendance at Council meetings.

**ARTICLE III: Electors**

SECTION 1: Electors Defined: The electors shall be Registered voters and citizen residents, of the Dallesport-Murdock Community who are 18 years of age and older, and who have lived in the community for at least 6 months. Electors shall be registered voters as evidenced by the most recently available Klickitat County Voter Registration list.

SECTION 2: Dallesport-Murdock Community Defined: Dallesport-Murdock Community shall consist of all land area bounded to the west by the east end of the highway 14 tunnel, Columbia River to the south, Avery to the east, and north to the ridge as defined in the District #6 Fire Department boundaries. (*attach map*)

SECTION 3: Enlargement of Dallesport-Murdock Community Defined: Petition by most of the Defined Electors within a definable contiguous parcel of land approved by a vote of the majority of a quorum of the council at two consecutive regular Council meetings shall constitute enlargement of Dallesport-Murdock Community as previously defined.

**ARTICLE IV: Election**

**SECTION 1:** Annual Election: The Community Council shall hold an election once a year for the express purpose of electing citizens to scheduled Council positions. The election will be held prior to the November council meeting from 5:00 pm to 7:00 pm.

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**SECTION 2:** Notice of Election: Notice of annual elections shall be placed in the Dallesport newsletter, posted on the Dallesport City Website (Dallesport-WA.org) and posted in at least one public place (Dallesport Post Office) at least 14 days in advance of the election. Notice of open positions shall be announced at the regular Council meeting in September of the election year.

**SECTION 3:** Voting Lists: The Secretary shall maintain complete lists of names of the electors voting.

**SECTION 4:** Notice of Intent: Notice of intent to run for a Council position must be submitted to the Council Secretary at or before the October regular Council meeting prior to the November election for inclusion on the ballot. However, write-ins are accepted on Election Day.

**SECTION 5:** No Council member or candidate shall be a poll monitor. The Chairperson shall appoint at least 3 citizens to serve as poll monitors.

**ARTICLE V: Council**

**SECTION 1:** Eligibility: Registered voters and citizen residents of the Dallesport-Murdock community who are 18 years of age and older, and who have lived in the community for at least 6 months. Council members shall be registered voters as evidenced by the most recently available Klickitat County Voter Registration list.

**SECTION 2:** Number and Tenure: The number of Council members shall be nine (9) with a quorum being five (5) Council members. The term of office shall be three (3) years, with no more than (3) Council members' positions expiring in the same year.

**SECTION 3:** Disqualification: Council members who have missed three (3) consecutive regular meeting absences and after being notified by mail, fail to attend or give an acceptable reason as determined by the majority of a quorum of the council for non-attendance shall be terminated and the position will be filled by appointment of the majority of a quorum of the Council.

**SECTION 4:** Regular Meetings: Unless otherwise considered by the Council regular meetings shall be held on the 2<sup>nd</sup> Thursday of each month. The time of the meeting shall be 7:00 P.M. at Dallesport Community Center. A work session may be held on the Monday following the regular meeting, Chairperson to announce time and place.

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- SECTION 5: Special Meetings: Special meetings may be called by a majority of the quorum of the council. Public notice shall be posted at the Murdock Market, the Dallesport Post Office, and posted on the Dallesport City Website (Dallesport-WA.org) regarding the purpose, time, date and place shall be given 48 hours prior to the meeting. Only the business stated on the notice shall be discussed at the special meeting.
- SECTION 6: Quorum: Five Council members as fixed by Article 5, Section 2, shall constitute a quorum for the conduction of business at any regular or special meetings.
- SECTION 7: Action: An act by the majority of a quorum of the council shall be the act of the Council.
- SECTION 8: Vacancies: Any vacancies occurring not due to expiration of term of office may be filled by the affirmative vote of the majority of a quorum of the Council. A member selected by the Council to fill a vacancy shall be appointed until the next regular election. At the next regular election, the unexpired term will be filled by regular election procedures.
- SECTION 9: Expenses: By resolution of the Council members may be reimbursed their expenses, if any, but shall otherwise receive no compensation for performing Council duties. Expenses incurred on behalf of Council functions must be approved prior to the expenditure or as approved by a majority vote of a quorum of the Council.
- SECTION 10: Removal: A Council member may be removed by recall petition of the electors. A recall petition must represent at least 51% of the total of the votes cast in the most recent Council election.

**ARTICLE VI: Officers**

- SECTION 1: Description: The officers of the Council shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. They shall be elected officers of the Council and elected by Council members only.
- SECTION 2: Election and Term of Office: The officers shall be elected at the first regular meeting following the election. Each officer shall hold office until a qualified successor has been duly elected or until death, or the officer resigns or has been removed from office as stipulated in Article V, Section 3.
- SECTION 3: Removal: Any officer elected or appointed by the Council may be removed from office by a vote of the majority of a quorum of the Council.

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SECTION 4: Chairperson: The Chairperson shall be the principal officer of the Council and subject to the control of the Council. The Chairperson in general, shall supervise and control all the business of the Council. The Chairperson shall when present, preside at all meetings. The Chairperson with the Secretary and/or Treasurer may sign all instruments which the Council has authorized to be executed. In general, the Chairperson shall perform all duties as may be prescribed by the Council. Also, the Chairperson shall be an ex-officio member of all committees.

SECTION 5: Vice Chairperson: In the absence of the Chairperson or in the event of the Chairperson's death, inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions of an elected Chairperson. The Vice-Chairperson shall perform such duties as may be assigned by the Chairperson.

SECTION 6: Secretary: The duties of the Secretary shall include:

- A. The Secretary shall record the minutes of all Council meetings.
- B. Shall ensure written Council communications, both generated and received are made public jointly at a Council meeting, as with their records.
- C. Be custodian of all monthly minutes for the Council's records.
- D. Keep a register of the mailing address, phone and email address of each Council member.
- E. Be a co-signer with the Treasurer and Chairperson.
- F. Insure that checks have at least two signers' signatures out of the three.
- G. To provide suitable Council information to the Webmaster and the Newsletter Editor in a timely manner.
- H. Maintain Council Rosters, Bylaw records, past Newsletters, and the Dallesport-Murdock Sub-Area Plan documentation.

SECTION 7: Treasurer: The duties of the Treasurer shall include:

- A. Shall have charge and custody of and be responsible for all funds of the Council.
- B. In general, perform all duties typically required of the office of Treasurer and if necessary, those of the Secretary and such other duties that may be assigned to the Treasurer by the Chairperson.
- C. Be a co-signer with the Secretary and Chairperson.
- D. Keep all records updated and present to the auditing committee each current year's records as stipulated in Article XI, Section 1.

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**ARTICLE VII: Executive Board**

SECTION 1: Membership: The Executive Board of the Council shall be comprised of the following members:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer

SECTION 2: Duties: The duties of the Council Executive Board are:

1. To prepare agendas for the regular meetings.
2. By majority action, call special meetings.
3. To make necessary arrangements for meetings and elections.
4. To prepare an operational budget for the council.
5. Other tasks that the Chairperson shall request.

**ARTICLE VIII: Committees**

SECTION 1: Committees Classified: This organization recognizes two classes of committees.

1. Class one: Standing Committees
2. Class two: Special Committees

All committee participants shall be Registered voters and citizen residents of the Dallesport-Murdock Community who are 18 years of age and older, and who have lived in the community for at least 6 months. Participants shall be registered voters as evidenced by the most recently available Klickitat County Voter Registration list.

SECTION 2 Standing Committee: Standing Committees are permanent in nature with long-range objectives and/or reoccurring functions. A Committee Chairperson is appointed from the Council by the Council Chairperson. The committee will continue to exist until, by majority vote of the Council, it shall be removed from Standing Committee List.

Example of Standing Committees would be:

1. Youth and Recreation
2. Community Planning
3. Economic Development
4. Community Improvement
5. Public Relations
6. Ways and Means
7. Water District Liaison
8. School District Liaison
9. Webmaster
10. Newsletter Editor

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SECTION 3: Special Committees: Special Committees are temporary in nature, with short-term purposes and goals. Chairpersonship and participants of Special Committees are to be determined by the Council Chairperson. Special Committees shall be disbanded upon completion of their assigned tasks or when the Council Chairperson determines. Committee participants may or may not be members of the Council.

SECTION 4: Countywide Boards and Commissions monitoring Defined: Council and Community participation and/or review of meetings of Countywide Boards & Commissions to include, but not limited to:

**1) Klickitat County Board of County Commissioners**

*EVERY TUESDAY* of the month, except Holidays, *BOARD MEETING, EXTENTION/CONTINUATION and/or WORKSHOP SESSION.*

**NOTE:** Mandatory attendance is not required. However, some attendance may be beneficial, but monitoring and reporting are crucial.

**2) Klickitat County Board of Adjustment**

*When scheduled, MEETING on the 1<sup>st</sup> Monday of the month.*

**NOTE:** Mandatory attendance is not required. However, some attendance may be beneficial, but monitoring and reporting are crucial.

**3) Klickitat County Planning Commission**

*When scheduled, MEETING on the 3<sup>rd</sup> Monday of the month.*

**NOTE:** Mandatory attendance is not required. However, some attendance may be beneficial, but monitoring and reporting are crucial.

**4) Klickitat County Natural Resources/Economic Development**

*Quarterly, beginning in January, and subject to BOCC scheduling.*

**NOTE:** Mandatory attendance is not required. However, some attendance may be beneficial, but monitoring and reporting are crucial.

**5) Klickitat County Fire Department #6, Dallesport-Murdock**

*2nd Wednesday each month, BUSINESS MEETING, and COMMISSIONER MEETING.*

**NOTE:** This may be one individual or two, minimally.

**6) Klickitat County Liaison**

**7) Klickitat County Firearms Training Center—The ‘official’ name for the SAR (Small Arms Range)**

**8) Columbia River Regional Airport Board**

*3<sup>rd</sup> Friday of the month, AIRPORT BOARD MEETING*

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- 9) Dallesport Water District Board**  
*2nd Wednesday each month, WATER DISTRICT MEETING.*
  
- 10) Lyle School District #406**  
*4<sup>th</sup> Wednesday of the month, SCHOOL BOARD.*
  
- 11) Dallesport-Murdock Ways and Means**  
*2<sup>nd</sup> Thursday each month, COUNCIL MEETING.*
  
- 12) Dallesport-Murdock Neighborhood Watch/Community Watch Program**
  
- 13) YNHA Board Liaison**

**ARTICLE IX: Parliamentary Authority**

SECTION 1: In all cases of order not otherwise provided for in these Bylaws, Robert’s Rules of Order, revised, shall apply.

**ARTICLE X: Amendments**

SECTION 1: These Bylaws may be amended or repealed, and new Bylaws may be adopted by a vote of the majority of a quorum of the Council. At the regular meeting prior to any action regarding the revision or repeal of said Bylaws, the Council must give notification of the action and present the revisions to the members and electors present for discussion or any additional modifications deemed appropriate. A majority vote of a quorum of the Council is needed to accept the Bylaws as revised to be presented for approval at the next meeting.

**ARTICLE XI: Yearly Audit**

SECTION 1: Yearly Audit Committee: A committee of three (3) shall be appointed by the Council Chairperson in October each year or when a new treasurer is assigned, for the purpose of auditing the financial records for the Council. The Audit is to be completed prior to the November Council meeting. The Audit committee is to be appointed by the Council Chairperson and must not be comprised of any Council members.