

Memorandum

REPORT TO: Inter-Neighborhood Council

FROM: Emily Kiely, Community Engagement Coordinator

SUBJECT: Officer Elections

MEETING DATE: December 11, 2025

AGENDA ITEM TYPE: Citizen Advisory Board/Commission

RECOMMENDATION: Vote for new Secretary/Treasurer.

STRATEGIC PLAN: 1.2 Community Engagement: Broaden and deepen engagement of the community in city government, innovating methods for inviting input from the community and stakeholders.

BACKGROUND: At the June Inter-Neighborhood Council Meeting, Alison Sweeney was elected as Secretary from July-December 2025.

V. Officers and Duties per INC bylaws:

- A. The INC shall maintain the offices of Chair, Vice-Chair, and Secretary-Treasurer. The officers must be appointed delegates
 - i. The Chair shall be responsible for the operation of the INC and its officers pursuant to these Bylaws. This shall include setting meeting agendas, conducting meetings, representing the INC at official functions, appointing sub-committees, and generally overseeing the business of the INC. The Chair shall have the primary responsibility for leading the long-term and short-term planning efforts of the INC and shall also have specific duties as spelled out elsewhere in these Bylaws and assigned by the delegates.
 - ii. The Vice-Chair shall, in the event of the absence or inability of the Chairman to exercise the office, become acting Chairman of the INC.
 - iii. **The Secretary-Treasurer, in partnership with the City Liaison, shall be the official custodian of the records as required by the Bylaws of the INC. The Secretary-Treasurer shall produce all written, electronic, or other modes of communications as requested by the Chair or delegates.**
 - iv. **The Secretary-Treasurer shall have custody of all monies belonging to the INC and maintain an accurate accounting of all receipts and expenditures that have been generated through the INC. The Secretary-Treasurer shall provide a financial report to delegates at meetings as deemed necessary**

by the Chair and affix to the meeting minutes. The Secretary-Treasurer must be one of the officers who shall sign checks or drafts of the INC, if utilized. There shall be three (3) authorized signatures on the bankcard, if any, and two (2) authorized signatures on each check, if any.

X. Removal and Vacancies of Delegates and Officers per INC bylaws:

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by the INC and shall require a two-thirds (2/3) vote of the delegates of the INC. Notice of a vote for removal of an elected officer shall be included in the call to meeting and listed on the meeting agenda along with the location, date and time of the meeting.
 - i. **If a vacancy occurs outside the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled meeting following the vacancy. Anyone elected to the vacated office shall serve for the remainder of the original term.**
- B. Any INC delegate may be removed from the INC for good cause. Removal shall be debated by the INC and shall require a majority vote of the delegates.

UNRESOLVED ISSUES: None

ALTERNATIVES: None

FISCAL EFFECTS: None

Attachments:
[20240717 INC bylaws.pdf](#)

Report compiled on: December 4, 2025