

Edgemoor Neighborhood Association (ENA)  
Standing Rules of Procedures  
Revised 7/29/18

1. Address: The PO Box was closed in 2017. The official address for ENA is the Treasurer's address.  
ENA, C/O Diane MacLean, 712 Willow Court, Bellingham, WA 98225
2. Dues:  
Dues will not be collected while the association is being reimbursed by the city.  
Donations are welcome and can be sent to the Treasurer's address above.
3. Meetings:  
There will be one Annual ENA Meeting (Time/Place/Date TBD) each year in May.  
Special Meetings & Events may be scheduled by the Board.
4. Committees: Criteria have been established for the following committees:
  - An office may be shared by more than one board member
  - The Mayor's Neighborhood Advisory Committee (MCAC) alternate is appointed by the board and is an ex-officio board member. He/She must be a resident of Edgemoor Neighborhood, He/She reports at the next board or membership meeting following attendance at an MNAC meeting in place of the MNAC representative. The MNAC alternate has all rights to discuss, make a motion and vote on motions at board and membership meetings.
  - A person designated as a Nextdoor Edgemoor Lead is appointed by the Board and is an ex-officio board member.
  - a. Executive Committee:  
President, David LeBow  
Vice-President, Diane MacLean  
Secretary, Sandie Koplowitz  
Treasurer, Diane MacLean  
MNAC Rep, David LeBow  
MNAC Alternate, Diane MacLean
  - b. Membership: (Chair, Sandie Koplowitz)
    - Maintain an email list of the membership
  - c. Communication: (Chair, Sandie Koplowitz)
  - d. Maintain effective communication with membership through web content
  - e. Pedestrian Safety:
    - Provide a forum for discussing traffic and safety issues affecting the neighborhood
    - Recommend possible solutions and organize action
  - f. Hospitality:
    - Promote hospitality opportunities for residents of Edgemoor
    - Organize social events
  - g. Growth/Land Use/Planning: (Chairman – Larry Horowitz)
    - Stay informed of growth and land use issues affecting Edgemoor
    - Educate members on these issues
    - Recommend possible solutions
  - h. Finance: Consists of Committee Chairs to work with the Treasurer to develop a budget
5. Community Representatives:  
Any official ENA participation in a community group shall be determined by the Board who shall designate a representative to attend meetings and report back to the ENA Board.
6. Quorum:  
A simple majority of board directors shall establish a quorum at ENA Board meetings. The presence of at least 12 members of the association shall constitute a quorum of the membership at ENA meetings provided there is a majority of the Board present.
7. Disbursements of Funds:  
Any and all disbursements of funds shall be made by the Treasurer with approval by the Board. Officers authorized to sign ENA checks shall be the President, Secretary, and the Treasurer. ENA signature cards, saving and checking accounts shall be held at People's Bank located inside the Haggan Fairhaven Market.