



NEIGHBORHOOD ASSOCIATIONS COUNCIL OF CLARK COUNTY (NACCC)

BY-LAWS

1. NAME

The name of this organization is Neighborhood Associations Council of Clark County (NACCC).

2. PURPOSE

- 2.1 NACCC provides a channel for open communication among government, business interests, neighborhood associations and other groups of residents.
- 2.2 NACCC brings together neighborhoods with an interest in maintaining and improving the quality of life in unincorporated Clark County.
- 2.3 NACCC offers a forum to share knowledge and informational resources for all active neighborhood associations in unincorporated Clark County.
- 2.4 NACCC aspires to have diverse representation of Clark County's citizenship and neighborhoods.
- 2.5 NACCC serves as a resource and advisory group to the Clark County Council regarding neighborhood issues, working with the Neighborhood Outreach Coordinator and Clark County Sheriff's Office. NACCC is not an agency of Clark County government.

Issues and concerns include, but are not limited, to the following:

- i. Revisions to codes and ordinances;
- ii. Growth management and comprehensive land use planning;
- iii. County budget and financial management;
- iv. Other areas of policy that impact neighborhoods.

3. MEMBERSHIP

- 3.1 Membership consists of representatives or designees from active neighborhood associations currently participating in the Clark County Neighborhood Association Outreach program.
- 3.2 Active neighborhood associations are defined as associations that have at least one general meeting per calendar year; under normal circumstances.

4. OFFICIAL RECOGNITION

- 4.1 The Clark County Council recognizes the value of neighborhood associations and working with residents to build community. Clark County has offered various services to neighborhoods since 1991, and established the Neighborhood Outreach Program in August 1996 to serve those living in unincorporated Clark County.
- 4.2 NACCC is recognized by Clark County government but is not an agency of Clark County. This recognition affords NACCC specific benefits and resources through the county's Neighborhood Outreach Office, and thus places certain requirements on NACCC's activities and bylaws.

5. DUES AND FUNDING

- 5.1 In compliance with Washington state law, no dues will be charged to members. Proceeds from voluntary contributions, contracts, grants, subscriptions, or fund-raising activities may be used by NACCC as needed for expenses approved by the Executive Board of NACCC.
- 5.2 The Executive Board of NACCC has authority to approve expenditure of funds by a majority vote of members present. None of the earnings of or contributions to NACCC may be used to benefit any private individual or organization.
- 5.3 NACCC may, in the future, establish an IRS Section 501(c)(3) tax exempt nonprofit status. In that event, NACCC shall be required annually to file a Form 990 with the Internal Revenue Service. Annual registration with the State of Washington is also required. Contributions to NACCC shall not be permitted as a Federal tax deduction for the donor until NACCC's nonprofit status is established.

6. MEETINGS

- 6.1 Membership meetings will be held on the second Monday of the month. Additional general membership meetings may be held at any time as determined by the Executive Board.
- 6.2 NACCC member and Executive Board meetings may be held in person or conducted using conferencing software.
- 6.3 January membership meeting shall include an agenda item for general planning of topics and presenters. Suggestions for agenda items may be submitted at other times during the year and will be scheduled according to level of membership interest and availability on the schedule.
- 6.4 Executive Board meetings will be scheduled as needed to discuss and schedule upcoming agendas and related items. Neighborhood Association members are invited to email questions and suggestions for issues to be discussed or presenters to be invited to future meetings to the Board for consideration. Each meeting will provide opportunity for discussion on these submitted questions.
- 6.5 In order to conduct business requiring a vote at a NACCC meeting, the meeting must be chaired by a member of the NACCC Executive Board, and a quorum consisting of representatives from at least half of currently active neighborhoods must be present.

7. EXECUTIVE BOARD

- 7.1 The activities of NACCC will be managed by an elected volunteer Executive Board.
- 7.2 The Executive Board will not have more than one representative from each active neighborhood association participating in the Clark County Neighborhood Outreach Program.
- 7.3 The Executive Board officers shall be the Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Board shall have the authority to appoint members to assist with projects as needed.

- 7.4 Nominees for Executive Board positions must have attended at least 6 meetings in the 12 months prior to nomination. Attendance to be verified by the attendance roster maintained by the Secretary.

8. DUTIES OF OFFICERS

- 8.1 The Chairperson shall schedule and conduct all meetings and prepare meeting agendas working with the Executive Board. The Board will take suggestions for agenda topics and speakers at the first meeting of the year at a planning meeting with the membership. The Chairperson shall be a signer of record on NACCC's checking account and official NACCC correspondence.
- 8.2 The Vice-Chairperson shall assist the Chairperson with their duties and fill in for the Chairperson in the event of his/her absence. The Vice-Chairperson shall be a signer of record on NACCC's checking account.
- 8.3 The Secretary shall maintain records for NACCC, including legal documents. Secretary shall take and maintain general meeting notes, electronic copies will be available by request.
Meeting agenda will be distributed to the membership at least 7 days prior to the meeting. The agenda will also be posted on the county's webpage by the Neighborhood Outreach Coordinator.
- 8.4 The Treasurer shall maintain financial records and maintain a full electronic accounting of funds and financial documents that is transferable to the next candidate.
The Treasurer shall submit an annual report to the membership.
The Treasurer shall be a signer of record on NACCC's checking account and there shall be at least two additional Executive Board member signatures of record. Any expenditures over \$50 shall require two signatures.

9. ELECTIONS

- 9.1 Officers of the Executive Board will be nominated by NACCC members at the annual October meeting and elections will be held at the November meeting. Term of newly elected officers will begin in January of the following year. By the end of their terms or upon resignation, outgoing officers shall deliver all NACCC-related electronic and hard copy documents to their successors or to the county's Neighborhood Outreach Office.
- 9.2 Executive Board officers shall be elected for two-year terms. The Chairperson and Vice-Chairperson elections shall be held on even years with their terms beginning the start of the following odd year. Secretary and Treasurer elections shall be held on odd years with their term beginning the start of the following even year.
- 9.3 If an elected officer is unable to complete his/her term, then the membership can elect a new officer to fill that vacancy at the first meeting following the notice of resignation. More than one nomination for office can be submitted from each neighborhood association, but each active neighborhood association has only one vote in the elections process. The elected officer(s) will complete the remainder of the term of the officer being replaced.
- 9.4 There shall be no voting by proxy.

10. VOTING

- 10.1 When requested by a majority vote of those present, a vote on any matter shall be taken using written ballots. There shall be one vote per active association present. For meetings held virtually/online, votes shall be held by a roll-call count.
- 10.2 If there is intent to request a letter of support or opposition to an issue, the action requested to be voted on must be forwarded to the NACCC Executive Board so that it can be included as an agenda item and posted at least one week prior to the meeting. Any official NACCC correspondence that will be generated with the NACCC letterhead must be voted on by all of the neighborhoods at a duly called NACCC meeting.
- 10.3 Nominations for NACCC county employee recognition and for NACCC neighborhood leadership award shall be submitted during the month of October. The election shall be held at the November meeting. No person or group that has received either award shall be eligible for re-nomination for five years.
- 10.4 Each active neighborhood association has one vote. There shall be no voting by proxy.

11. BYLAWS AMENDMENTS AND REVISION

- 11.1 NACCC shall be governed by these bylaws which shall not be in conflict with any federal, state, or county laws.
- 11.2 These bylaws may be amended or new bylaws adopted at any membership meeting, or at any special meeting called for that purpose. Written notice of each proposed amendment or new bylaws shall have been provided to each member at the previous regular meeting.
- 11.3 The NACCC Executive Board has the authority to correct any scrivener’s errors that do not change the intent of the bylaws.

12. PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order Newly Revised is suggested as a guideline for parliamentary procedure for the meetings and activities of NACCC. Governance of procedure will favor past standard practices.

Stephan Abramson, Chairman

Date

Ila Stanek, Vice-Chairman

Date

Cherryl Burkey, Secretary

Date