

# NEIGHBORHOOD ALLIANCE OF CLARK COUNTY CHARTER

## SECTION 1. NAME

- A. The name of this organization is Neighborhood Alliance of Clark County (NACC) to be referred to in the Charter as the “NACC”.

## SECTION 2. VISION AND MISSION OF THE ORGANIZATION

The NACC promotes and supports neighborhood associations as a foundation for safer, well-informed, connected communities.

- A. The NACC is a non-political, non-partisan group whose primary purposes are communication and building a connected and safer community. They serve as a resource group for neighborhood associations by providing support and networking with other neighborhood leaders to share information.
- B. The NACC works with the Neighborhood Program Coordinator (NOPC) as their liaison for open communications among neighborhood associations and information and resources from county government and community service organizations, and the Clark County Sheriff’s Office Outreach officer for information and assistance regarding public safety.
- C. The NACC welcomes the diverse contributions of all voices and talents in our communities.

## SECTION 4. ALLIANCE MEMBERS

Alliance Members consist of one designee (usually the Chair/President) from each active neighborhood association currently participating in the Clark County Neighborhood Association Outreach program, referred to as “alliance member.”

In addition to the designee, all elected neighborhood leaders are welcome members of the Alliance. The designee acts as the spokesperson for each relative neighborhood association.

Active neighborhood associations are defined as associations that have at least one general meeting per calendar year and in compliance with county program standards.

## SECTION 5. ALLIANCE ORGANIZATION

The NACC consists of all the neighborhood association leaders (or designees) of the active, recognized neighborhood associations in Clark County’s neighborhood outreach program who choose to participate.

- A. **Membership:** All active neighborhood associations are encouraged to have their Chair (or appointed designee) attend the NACC meetings as their alliance member. Neighborhood associations should notify the NOPC of their designee at the start of each year (and whenever it changes) for the membership records. The contact list will be maintained by the NOPC and is not to be utilized for any purposes other than the NACC business and information from county departments and community partners.
- B. **Public Attendance and Participation:** Alliance meetings are open to the public, and all community members are welcome to attend as viewers. However, unless prior approval is granted by the Alliance Members or a designation is made by their

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Neighborhood Association President or designee, public attendees will remain in a viewing capacity and will not be granted speaking time during the meeting.

Community members are encouraged to bring any questions or concerns to their respective Neighborhood Association meetings. Designated representatives from each Neighborhood Association are responsible for bringing these concerns forward to the Alliance for discussion, ensuring that all voices are heard through the appropriate channels

- C. **Alliance Chair and Vice-Chair:** The Chair shall conduct alliance meetings and is responsible to keep the meetings on schedule and ensure that all agenda items are covered, and appropriate conduct is maintained by meeting attendees. When the Chair is absent, the Vice-Chair shall perform the duties of the Chair. If the Chair and Vice-Chair are both absent, the members may elect for the meeting a temporary Chair, who shall have the full powers of the Chair during that meeting. The Alliance Chair and Vice-Chair will follow the guidance of [Robert's Rules of Order Duties of the Chair](#). (Reference may be downloaded from [jurassicparliament.com](http://jurassicparliament.com)).
- D. **Alliance Secretary:** The NACC Secretary shall call the roll call and keep a record of the attendance at meetings and take summary notes of the meeting. This information will be forwarded to the county's NOPC within one week after the meeting occurs for submittal into the record. As with the Chair and Vice-Chair, the Commission Secretary holds no hierarchical power over the organization or its leaders. This position exists solely to ensure proper documentation and record-keeping, with responsibilities strictly limited to the duties outlined.
- E. **County Staff Liaison:** The county staff liaison is the Neighborhood Outreach Program Coordinator (NOPC), who shall coordinate the meeting location, meeting announcement, agenda development, meeting summary, and provide communications between the NACC, the county departments, the County Manager, and the Clark County Council. The NOPC shall be responsible for posting all meeting agendas and summaries on the NACC webpage as part of the public record.
- F. **Quorum:** A simple majority of the designated Alliance Members shall constitute a quorum. A meeting with a scheduled presentation may proceed without a quorum, but there can be no official business or vote taken unless a quorum is present.
- G. **Work Groups/Subcommittees:** The NACC may establish subcommittees and/or work groups at its discretion to address specific topics or issues and the timeframe for which they will conduct their work.
  - a. Subcommittees shall consist of no more than 5 members (see "members" as defined in Section 4).
    - i. One of the 5 members must be designated as the *Development Review - Reports* person. This designated member will be responsible for providing regular progress reports to the Alliance, including documentation of activities, meeting notes, and any other materials

demonstrating tangible and active work accomplished by the subcommittee.

- b. These topics and issues should not violate Section 7.H.
- c. County contacts for the work groups shall be coordinated through the NOPC.
- d. The subcommittees should regularly report to the NACC on their progress and bring forth any item that needs to be acted upon.
- e. When the topic work is completed, the subcommittee/work group will be dissolved.

### SECTION 6. NOMINATION AND ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

- A. **Nomination:** Nominations for Elections will be held in November. The Chair will open nominations for one office at time and will call for candidate nominations “from the floor”. Nominated individuals may affirm or reject the nomination prior to a second. A formal second of the nomination is needed for it to be valid. More than one nomination for each position can be submitted from each neighborhood association. After all nominations for that position are made, each candidate may give a short speech during the motion’s discussion phase prior to the election. After the vote has been conducted, the Chair will open nominations for the next officer.
- B. **Eligibility:** Only Alliance Members in good standing are eligible to be nominated and elected to any officer or leadership position within the Alliance. Non-members and public attendees are not eligible for nomination or election.
  - a. An Alliance Member in good standing is a member who:
    - i. Is not in violation of any bylaws, policies, or ethical standards set by the Alliance.
    - ii. Has met the minimum requirements as outlined in Section 7.A.
- C. **Elections:** Each active Neighborhood Association is entitled to one (1) vote per position in the elections process. In accordance with the Open Public Meetings Act, elections shall be conducted by simple majority vote using the following methods:
  - a. In-Person Voting: Votes shall be cast by written ballot.
  - b. Virtual/Hybrid Meetings: Virtual attendees shall vote using a secure digital survey (e.g., SurveyMonkey, Google Forms) made available at the time of voting. In-person attendees shall continue to vote by written ballot.

All votes will be collected and counted by the NOPC, and results will be announced by the current acting Chair. This process ensures anonymity in voting while allowing equitable participation for both in-person and virtual attendees.
- D. **Terms:** Except in situations of resignation or removal, terms will start on January 1 and end on December 31 and will be for one-year terms. Members of the NACC filling a mid-term vacancy will serve from the time they are appointed until the end of the term. There are no term limits and members may be re-elected, especially in

the event of a lack of volunteers. By the end of their terms or upon resignation, outgoing officers shall deliver all of the NACC-related electronic and hard copy documents to their successors or to the county's Neighborhood Outreach Office. In the event of a mid-term resignation or removal of an officer, the Chair will call for nominations and/or volunteers to fill the position at the meeting following the vacancy. Election for the vacancy will be held according to Section 6.B. Term starts immediately following election and ends on December 31 of that year.

### SECTION 7. GENERAL ALLIANCE AND MEMBER EXPECTATIONS

- A. **Participation:** Membership in the NACC is automatic as an active neighborhood association. Participation in the group is encouraged but is not mandatory or required. Each member is expected to support the community's opinions, needs, and interests.
- a. Voting rights are earned by attending one (1) orientation meeting. Once a member has completed orientation, they retain voting rights. In the event of a change in leadership within a Neighborhood Association or the activation of a new Neighborhood Association, the new representative(s) must attend an orientation meeting before gaining voting rights.  
The NOPC will notify the current Chair, Vice-Chair, and Secretary of any leadership changes or newly activated associations. These officers will prepare a welcome packet (contents to be determined by the Alliance Members) and ensure that orientation is added to the upcoming meeting agenda. During the roll call, Alliance Members will have the opportunity to make welcoming comments to new representatives.
  - b. In coordination with the NOPC, the Secretary shall maintain a running list of elected Neighborhood Association (NA) leaders and designated representatives. If an NA has not officially appointed a leader or designee, that NA will be marked as absent on the attendance sheet.  
  
Attendance records will be maintained to ensure accurate tracking of participation and quorum requirements.
- B. **Conduct:** Each member is expected to participate in the NACC in an appropriate and respectful manner. All issues and conversations shall be conducted with a fair and open perspective. Abusive and offensive language or behaviors are strictly forbidden a all times in meetings of the NACC and interactions with county staff or the public.
- C. **Abstentions and Conflict of Interest:** If a member (or a close family member) has a direct financial interest in an alliance matter, or for some other reason feels they cannot fairly review a topic or issue, they should choose to abstain from the discussion. If they do not abstain from the discussion, they should disclose their potential conflict of interest and/or bias of opinion to the group.
- D. **Social Media, Nepotism, Diversity and Other Clark County Policies:** Each alliance member shall follow Clark County policies pertaining to social media,

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nepotism, conflict of interest, diversity, equal opportunity, and all other applicable county policies which are posted on the Clark County Human Resources webpage located at <https://clark.wa.gov/human-resources/documents>

- E. **Disciplinary Action:** If any member of the NACC is in violation of this charter, a motion to recommend disciplinary action up to and including the removal of the member from the NACC can be made. If approved, the recommendation would be sent to the NOPC, who could then forward to the County Manager for formal action. The NOPC may also recommend to the County Manager disciplinary action up to and including removal of a member for violation of this charter and/or county policies. The County Manager may remove any member who does not comply with this charter.
- F. **Advise and Assist Neighborhood Outreach Office:** The NACC is expected to provide input and assist in outreach within the neighborhood program as needed. For example, participation in educational and community outreach events, gathering community input, and making recommendations regarding the neighborhood outreach program. Alliance Members/neighborhood association leaders are volunteers and are not employees of Clark County and should refer any questions they receive regarding Clark County notices, code, or policies to county staff.
- G. **Participation in the county's Ad-Hoc or Advisory Groups:** There are several county Ad-Hoc/Advisory groups with one or more designated neighborhood seats. When there are openings on these groups or committees, the NACC will be advised, and volunteers will be requested and noticed at least one week prior to the next alliance meeting. If there is more than one volunteer, time will be cleared on the agenda for each candidate to give a short statement on why they wish to serve on the committee and their qualifications. After each candidate has given their statement, vote (in accordance with Section 9) will be taken and counted to determine the designated member(s) for that committee. The member(s) will be responsible for attending the committee meetings and reporting back to the NACC.
- H. **Compliance with Washington state law restrictions:** The NACC is not a government agency, but it is part of a government program that receives tax dollars, and there are restrictions on political and lobbying activities defined in Washington state laws.  
RCW 42.17A.005 defines lobbying activities as “attempting to influence the passage or defeat of any legislation by the legislature of the state of Washington, or the adoption of any rule, standard, rate, or other legislative enactment of any state agency under the state administrative procedures act.”  
RCW 42.17A.600 requires that lobbyists to register with the Public Disclosure Commission. Additional information regarding the regulation of lobbying activities in Washington state can be found on the PDC website at [www.pdc.wa.gov](http://www.pdc.wa.gov).  
The Clark County Neighborhood Outreach program (including staffing and other supplies) is paid for with taxpayer funds. Taxpayer funds cannot be used to support

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lobbying activities related to the passage of any particular policy at the state or federal level. Advocacy or opposition of policy must be done on an individual basis or through membership with a coalition/advocacy organization separate from the neighborhood associations and the NACC.

### SECTION 8. MEETING STRUCTURE

The NACC meetings shall be structured to ensure appropriate and fair discussion of the topics on the agenda and to allow adequate time to fully discuss the issues at hand.

- A. **Meeting Format:** The meeting should consist of the following topics, at a minimum:
  - 1) Call to Order by Chair/Roll Call by Secretary/Introductions by all
  - 2) Approval of previous meeting notes
  - 3) Updates from Community Partners, County Departments, Subcommittees
  - 4) Reports from the Neighborhood Alliance Members on neighborhood issues, concerns, and successes
  - 5) Adjourn
- B. **Meeting Location:** The regular meeting location for NACC shall be at the Clark County Public Works Operations Center, 4700 NE 78<sup>th</sup> Street, Building B-1, Vancouver, Washington unless otherwise notified by the NOPC. The meeting will be hosted at a location that best serves the members, including available parking, safe access, restroom facilities and associated amenities. Meetings will be held as hybrid meetings with availability to attend virtually via Zoom. Meetings may be scheduled as virtual-only at the discretion of the NOPC with notice to the membership.
- C. **Meeting Date/Time:** The regular meetings shall occur monthly on the second Monday of the month from 6:30-8:00 p.m. In the event of a legal holiday, the meeting shall be rescheduled. Special meetings may be called at the discretion of the group and the NOPC.
- D. **Agenda Development:** The agenda for each meeting will be developed in coordination with the full alliance and the Chair, and finalized by the NOPC, with allowances for presentation time requested by county staff departments regarding active projects. The agenda will be sent out via email and posted online at least five days prior to the meeting date by the NOPC.
  - a. While the agenda is structured in advance, Alliance Members shall have the opportunity to introduce new business without prior authorization. This may occur during the Introductions and Neighborhood Updates portion of the meeting, ensuring that all members can bring forward relevant issues or concerns in a transparent and inclusive manner.
- E. **Meeting Notes:** Summary notes of the meeting will be taken by the Secretary and submitted to the county's NOPC within one week of the meeting date. Meetings with presentations will be recorded and uploaded to the county's YouTube channel within two weeks of the meeting date so that they are readily available without having to request them.

### SECTION 9. VOTING



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When requested by a majority vote of those present, a vote shall be taken using a roll call of the members present, including the members present virtually on Zoom. To call a vote, a quorum of 50% of the members plus one must be present. There shall be one vote per active association present. Motion passes with simple majority vote. Proxy voting is permitted with prior notice, which may be given up until the start of the vote.

### A. **Letters to the County Council or Letters using the NACC Letterhead:**

- a. Prior to any vote in favor of sending a support or opposition letter from NACCC on NACCC letterhead to the County Council, each Neighborhood Association (NA) must present the letter to its members for a vote. The membership, not just the NA president, must review and vote on the issue in accordance with the individual Neighborhood Association bylaws.
- b. NACCC will only issue letters that reflect a unanimous vote from the members of the Alliance. In the event of a non-unanimous vote, individual Neighborhood Associations may still send their own letters on the same issue, but they will be marked as representing only their respective association.
- c. To ensure transparency and proper documentation, each Neighborhood Association must provide proof of their vote, including:
  - i. A copy of the postcard notice mailed to all NA members, which must include the date the letter was presented for review and discussion.
  - ii. Meeting notes outlining when the letter was presented, discussed, and voted on, including the results of the vote.
  - iii. The postcard and meeting notes must be submitted to the Secretary for record-keeping.

## SECTION 10. ANNUAL REPORT

A summary of the NACC's meeting discussions, actions and recommendations from the previous year will be compiled by the Neighborhood Program Coordinator annually and distributed to members via email by the end of the first quarter of each year.

## SECTION 11. COMPENSATION, DUES, AND FUNDING

- A. **Compensation:** The service of the members shall be on a voluntary basis and without monetary compensation.
- B. **Dues:** In compliance with Washington state law, no dues will be charged to members.
- C. **Expenses:** Proceeds from voluntary contributions may be used for meeting refreshments or awards. The petty cash fund will be capped at \$200 and managed by a designated Alliance member. All expenditures must be documented with receipts and tracked in a record, which will be reported to the membership at least twice a year. Any remaining funds will be used for final awards or a farewell celebration if the Alliance dissolves or becomes inactive.

## SECTION 12. CHARTER AMENDMENTS AND REVISIONS

- A. **Governance:** The NACC shall be governed by this charter which shall not be in conflict with any federal, state, or county laws.

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**Review Process:** This charter will be reviewed at least every two years for applicability. Any proposed amendments shall be submitted in writing to the NOPC at the county's Neighborhood Outreach Office for review of best practices and legal compliance.

After review, the proposed amendment will be placed on the agenda for distribution and discussion at the next scheduled meeting. No vote on the amendment shall take place at the meeting in which it is introduced. Instead, the amendment will be placed on the agenda for the following meeting, at which point a vote may occur, provided there is a quorum.

If multiple amendments are proposed, they will be resubmitted for review and placed on the agenda for discussion at the next scheduled meeting. Voting on any proposed amendments will not take place until the meeting following their initial discussion.

- B. **Scrivener's Errors:** The county has the authority to correct any scrivener's errors that do not change the intent of this charter.

### SECTION 13. 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 the NACC. Governance of procedure will favor past standard practices.

This charter was presented by the county at the \_\_\_\_\_, 2025 Neighborhood Associations Council of Clark County meeting, where the change of name to Neighborhood Alliance of Clark County was approved by majority vote.