



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 shaping and maintaining the quality of life in unincorporated Clark County.
- 2.3 NACCC offers resources for any neighborhood 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. NACCC is not an agent 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 year.

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 not affiliated with, but is recognized by Clark County government. The Clark County Neighborhood Outreach Office entitles the Council to specific benefits and thus places certain requirements on the Council and its bylaws.

5. DUES AND FUNDING

In compliance with State of Washington and Clark County rules, no dues will be charged to members. Voluntary contributions, contracts, grants, subscriptions, or fund-raising activities may be used by NACCC as needed. The NACCC Council has authority to approve expenditure of funds by a majority vote.

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 Executive Board meetings will be scheduled as the need arises. All NACCC members are welcome to attend Executive Board meetings. Each meeting agenda will provide opportunity for membership input.
- 6.3 Members present at a meeting shall constitute a quorum. At least one member of the Executive Board shall be present to chair the meeting.

7. EXECUTIVE BOARD

- 7.1 The activities of NACCC will be managed by a volunteer Executive Board.
- 7.2 Individual Executive Board members should be from different active neighborhood associations participating in the Clark County Neighborhood Outreach Program. The Executive Board will not have more than one representative from each active neighborhood association.
- 7.3. The Executive Board officers shall be the Chairperson, Vice-Chairperson, and Secretary/Treasurer.

8. DUTIES OF OFFICERS

- 8.1 The Chairperson shall schedule and conduct all meetings and prepare meeting agendas. The Chairperson or designee will email the agenda for the upcoming meeting out to the neighborhood leaders and to the Neighborhood Outreach Coordinator 10-14 days prior to the meeting. The Neighborhood Outreach Coordinator will post the agenda on the county's webpage. The Chairperson or designee will also send the information to the local newspaper for publication on the Neighborhood notices page at least one week prior to the meeting date.
- 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.
- 8.3 The Secretary/Treasurer shall maintain records for NACCC, including financial and legal documents. They will provide information to the Neighborhood Outreach Coordinator for distribution in the weekly neighborhood association packets, and keep NACCC's financial records in order and maintain a full accounting of funds.

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.
- 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/Treasurer election 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.
- 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.
- 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 board so that it can be noticed on the agenda 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 regular 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.
- 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.

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. The attached two-page summary version of motions and actions guidelines will be used as a reference.