



## **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 serves in an advisory capacity directly to the Clark County Neighborhood Outreach Coordinator in support of the Neighborhood Association Outreach Program. NACCC is not an agent of Clark County government.
- 2.4 NACCC provides a resource for any neighborhood in unincorporated Clark County.
- 2.5 NACCC serves as a resource to the Board of County Commissioners regarding neighborhood issues. These 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 neighborhood associations currently participating in the Clark County Neighborhood Association Outreach program.
- 3.2 Each neighborhood association has one vote.

### **4. EXECUTIVE BOARD**

- 4.1 The activities of NACCC will be managed by a volunteer Executive Board. The Executive Board officers shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer.
- 4.2 The Executive Board will not exceed one representative from each neighborhood association participating in the Clark County Neighborhood Outreach Program.
- 4.3 Executive Board officers shall be elected for two-year terms. Chairperson and Vice-Chairperson shall be elected on odd years. Secretary and Treasurer shall be elected on even years.

- 4.4 Officers of the Executive Board will be elected by the NACCC members at the annual October meeting.
- 4.5 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.

## **5. MEETINGS**

- 5.1 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.
- 5.2 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. DUTIES OF OFFICERS**

- 6.1 The Chairperson shall schedule and conduct all meetings and prepare meeting agendas. This information will be supplied by the Chairperson or designee to the Neighborhood Outreach Coordinator for distribution in the weekly neighborhood association mailing and the local newspaper for publication prior to the meeting date.
- 6.2 The Vice-Chairperson shall assist the Chairperson with their duties and fill in for the Chairperson in the event of his/her absence.
- 6.3 The Secretary shall provide meeting minutes to the membership and maintain records for NACCC, including financial and legal documents. The Secretary will provide information to the Neighborhood Outreach Coordinator for distribution in the weekly neighborhood association packets.
- 6.4 The Treasurer shall keep NACCC's financial records in order and maintain a full accounting of funds.

## **7. QUORUM**

Members present at a meeting shall constitute a quorum. At least one member of the Executive Board shall be present.

## **8. VOTING**

- 8.1 When requested by a majority vote of those present, a vote on any matter shall be taken using written ballots.
- 8.2 Nominations for the Executive Board shall be submitted at the September meeting. An Executive Board election meeting shall be held at the October meeting.
- 8.3 Nominations for NACCC county employee recognition shall be submitted at the December meeting. A Clark County employee recognition election shall be held at the January meeting.
- 8.4 There shall be no voting by proxy.

**9. BYLAWS AMENDMENTS AND REVISIONS**

- 9.1 NACCC shall be governed by these bylaws which shall not be in conflict with any federal, state, or county laws.
- 9.2 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.

**10. PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised shall govern the meetings and activities of NACCC.