

Handbook for Neighborhood Leaders



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WELCOME FROM THE OFFICE OF NEIGHBORHOODS!

With the commitment and participation of each Neighborhood Association's dedicated Neighborhood Leaders, the City of Vancouver is able to work more effectively with the community. In an effort to provide consistent and timely information to Neighborhood Association Leaders, both new and experienced, the HANDBOOK FOR NEIGHBORHOOD ASSOCIATION LEADERS has been developed. We hope that this handbook answers many of the questions leaders have about the Office of Neighborhood's Programs and Policies, as well as generates ideas to enhance the City's Neighborhood Associations.

The Office of Neighborhood's goal is to provide City residents, staff and City Council with responsive, coordinated service that promotes collaboration and communication among residents and city government through recognized Neighborhood Associations.

Neighborhood Associations in Vancouver have been officially recognized since 1975. Since then, the Office of Neighborhoods has been growing and changing along with the community. Over the years, the City has increased opportunities for resident involvement and built stronger partnerships between City Hall and the community through special programs and benefits for recognized neighborhood associations. Today there are 68 officially recognized associations which include approximately 170,000 residents, which is over 90% of Vancouver's population.

The City of Vancouver values the livability of its residential neighborhoods. The City is committed to preserving its neighborhoods; to enhancing a sense of community; to providing a safe, secure environment for all residents and to fostering an active partnership between city government and its neighborhoods through the support of neighborhood associations. And, the Office of Neighborhoods values the ongoing commitment and effort that neighborhood leaders make in support of their neighborhood associations!

Your contact in the Office of Neighborhoods:

Judi Bailey, Neighborhoods Program Coordinator
360-487-8608

judi.bailey@cityofvancouver.us
or neighborhoods@cityofvancouver.us

Visit our website: www.cityofvancouver.us/neighborhoods

ABOUT THE OFFICE OF NEIGHBORHOODS

Goals

1. Engage residents in civic democracy and responsibility through officially recognized Neighborhood Associations in partnership with other community programs in order to strengthen the City and build a greater community.
2. Link neighborhood skills, ideas, and energy with City government through coordinated services and activities which promote communication, leadership and problem-solving skills among neighbors.
3. Promote a sense of community and a safe, secure environment in which to live.

Program Areas

I. Outreach & Communication - Partners with other City Departments and Community Organizations to provide consistent information about upcoming events and programs, such as the:

Neighborhood Cleanup Program • Leadership Meetings with the City Manager • Weekly Update Electronic Newsletter • Roster of Neighborhood Leader contacts • Vancouver Sparkles Award Program • Creates and maintains Internal/External partnerships

II. Neighborhood Action Plans

Neighborhood Action Plans (NAPs) are **long-range plans** that provide neighborhoods with a **framework** to address identified needs and to achieve goals. The Office of Neighborhoods provides tools and assistance to neighborhoods to develop new and revised NAPs.

III. Technical Assistance

Helps residents and neighborhood leaders with problem-solving • Develops and maintains this handbook for neighborhood leaders • Provides information to neighborhood leaders on important, timely topics • Helps with newsletter policy, procedures and printing • Coordinates Neighborhood Leadership Training

IV. Liaison Program

Liaisons are assigned by the City Manager to each neighborhood association to assist them and to coordinate ongoing two-way communication with the City Manager and other City department staff.

V. Ongoing Programs

- Prints neighborhood newsletters
- Supports neighborhood activities (i.e. picnics, National Night Out & other special events)
- Support for Vancouver Sparkles Award Program, and neighborhood association anniversary recognition
- encourages neighborhood leader attendance at the annual Neighborhoods USA conference

IMPORTANT MEETING DATES

City Council Workshops are every Monday, typically from 4-6 p.m. (except for holidays and 5th Mondays of any month).

Regular City Council Meetings (1st and 3rd Monday each month) are at City Hall, 415 W. 6th Street, 2nd Floor, beginning at 6:30 p.m. Holidays and/or Council schedules may conflict with regular meeting dates, so check before attending by calling 487-8605, or visit the City's Web site at www.cityofvancouver.us/citycouncil.

City Council Consent Agenda Meetings are shorter meetings dealing with routine business (2nd and 4th Monday of each month), beginning at 6:30 p.m. with a **Citizen's Forum** for public comment on any topic at the end of the meeting.

In the event of a holiday falling on a Regular City Council Meeting date, the Regular meeting will be scheduled for the following Monday, pre-empting the normally scheduled Consent Agenda Meeting and Citizen's Forum. Please visit www.cityofvancouver.us/citycouncil to view the complete annual Council meeting calendar.

Neighborhood Leadership Meetings with the City Manager are held quarterly. These meetings offer an opportunity for ongoing dialog between neighborhood leaders and the City Manager and will address topics and issues of current significance. Visit our web site at www.cityofvancouver.us/neighborhoods for the topic and location of upcoming meetings. For more information, contact the Office of Neighborhoods, 360-487-8608.

Neighborhood Leadership Training covers a variety of topics to help with leadership development and successful neighborhood associations. For more information, contact the Office of Neighborhoods, 360-487-8608.

City of Vancouver Planning Commission Meetings are held as needed on the 2nd and 4th Tuesday of each month at 6 p.m. Planning Commission Workshops start prior to the regular meeting at 4 p.m. All workshops and regular meetings are held in City Hall, 415 W. 6th St. For more information call 360-487-7813 or email planningcommission@cityofvancouver.us.

The City of Vancouver Planning Commission is a seven-member board of Vancouver city residents appointed by the City Council to make recommendations to Council on planning and land use decisions such as comprehensive plan amendments, rezone requests and zoning text amendments. The Planning Commission conducts initial public hearings and formulates recommendations for City Council's review and final decision.

Vancouver Neighborhood Alliance (VNA)

The Vancouver Neighborhood Alliance (VNA) is an independent organization that provides a forum for leaders to meet each other and hear issues affecting all neighborhoods. The mission of the VNA is to champion the collective interests and welfare of the neighborhoods and to strengthen relationships among the members, the public sector, and the community.

The VNA meets on the second Wednesday of each month at 7 p.m. and meeting locations are subject

to availability. A number of veteran leaders attend the VNA meetings and are available to assist new leaders in learning the ropes. For more information contact vancouverna@gmail.com.

Neighborhood Traffic Safety Alliance (NTSA)

The NTSA is an independent organization of resident volunteers from Vancouver's neighborhoods who advocate for neighborhood traffic safety and offer input to Vancouver's Public Works Department, Community and Economic Development Department and other regional transportation-related agencies. The NTSA acts as an independent organization and is open to membership from any recognized neighborhood association within the City of Vancouver.

Vancouver residents are encouraged to participate in the NTSA to learn more about traffic safety in their neighborhoods. The City, in partnership with the NTSA, offers the Neighborhood Traffic Calming Program to help residents slow neighborhood traffic through a competitive application and funding process (see Neighborhood Traffic Calming Program). The NTSA typically meets the 3rd Tuesday of each month, at City Hall 415 W. 6th Street. For more information visit www.cityofvancouver.us/TrafficCalmingProgram, or contact Ross Montgomery at 360-281-9948 or MontRE2ECS@aol.com.

NEIGHBORHOOD NEWSLETTERS

Introduction

The newsletter policy is developed to protect City Neighborhood Associations and to maintain the independence of their newsletters. **When public funds are used for printing, the content of the newsletters must meet the requirements of fairness and must comply with all applicable laws.**

Neighborhood Associations are not obligated to print their newsletters through the City of Vancouver Office of Neighborhoods. **If an association chooses to find outside resources to print their newsletters, these guidelines do not apply.** In addition, information that the neighborhood wishes to distribute which does not meet these guidelines and is printed with outside resources *may* be attached to and distributed with other pages printed by the City of Vancouver. However, the source of the printing must be acknowledged.

The Office of Neighborhoods will review newsletters before printing to ensure that the content is not libelous and does not violate state law. No changes to the text of a newsletter will be made unless the editor or chairperson is notified first.

General Guidelines

The following are guidelines for newsletters printed by the City of Vancouver:

1. Neighborhood Associations are responsible for the content of their newsletters.
2. A copy of each newsletter should be on file at the Office of Neighborhoods, whether or not they are printed by the City, including newsletters that are distributed electronically. The Office of Neighborhoods will post the newsletter on the City's webpage for the neighborhood association.
3. Due to budget constraints, neighborhoods are limited to print 4 sides (2 double sided pages) per month (or 48 total sides/pages per year). Flyers that are attached at the request of the association will count towards the total number of pages allotted per year. This does not include flyers that the City or other agencies provide at their expense and request to be attached to newsletters.
4. Always remember to credit your sources.
5. An article presenting personal opinions and not that of the association should be identified as such (e.g. editorial message).
6. Newsletters printed by the City cannot include paid or unpaid campaign advertising, or articles promoting or opposing a candidate or a ballot measure.
7. Newsletters should not include commercial advertising or promote or oppose a religion.
8. Newsletters should not include defamatory statements.

Explanation of Defamation:

Defamation is spreading information about someone that holds them up to public shame, ridicule, scorn, etc. If it is spoken, it is slander. If it is printed, it is libel. Assume, for example, that a neighborhood association newsletter published the following statement: "John Doe is an incompetent neighborhood president." John Doe could sue the author* and publisher** in civil court. While truth is the ultimate defense, it would have to be proven that the statement was correct in a court of law. The writer would need to be very confident that such a statement is true, and that the statement is so important to the organization that he/she is willing to risk a lawsuit to say it. Also, most neighbors will not appreciate reading this sort of criticism because it is inflammatory.

More latitude is given to criticize public officials. However, the author/publisher can still lose a libel case against a public official if it can be shown that false and defamatory information was knowingly printed about them with no effort to verify that information.

*The author is the person who writes the newsletter or newsletter article.

**The publisher is whoever prints the newsletter.

9. Efforts should be made to report positions taken by neighborhood boards and, if possible, to include principal topics discussed at board, committee or general membership meetings. [See Appendix B, Tips for Neighborhood Associations: How to report a position to City Council or a Board/Commission.]

The Office of Neighborhoods would prefer to receive newsletters **via email at:** neighborhoods@cityofvancouver.us. We can accept electronic newsletters in the following formats: Microsoft Publisher (.pub), Microsoft Word (.doc or .docx) and Adobe Acrobat (.pdf). We recommend using Adobe PDF whenever possible.

10. Newsletters must have a 1-inch margin on all sides.
11. If you use non-standard fonts, our system will find the closest substitute (which is not always that close). If this is of concern to you, please deliver a hard copy of your newsletter to us for scanning in order to preserve the integrity of the fonts or utilize standard fonts such as Times New Roman or Arial (if you are unsure about a font, feel free to contact our office to see if we have it in our system). If you have Adobe Acrobat software and are able to convert your document into .pdf format, this will preserve the integrity of your fonts and formats, and make it easier to e-mail to us.
12. If you cannot send your newsletter electronically, you may drop it off in person at City Hall 415 W. 6th Street, 2nd floor, City Manager's Office. City Hall is open Monday-Friday, 8 a.m. to 5 p.m.
13. The following disclosure should be included on the **last** page of each newsletter printed by the City of Vancouver:

The City of Vancouver supports the Neighborhood Associations in their effort to share vital information with residents in order to create a more informed public. However, the information provided and the opinions and views expressed in Neighborhood Association newsletters or other documents do not necessarily represent the position of the City of Vancouver, nor does the City determine whether the information published is accurate or appropriate. Printed by the City of Vancouver Office of Neighborhoods.

14. You will receive e-mail confirmation of your newsletter, if you do not receive confirmation please call 360-487-8608.
15. Please allow for at least 3 full business days to have your newsletters printed and delivered. Newsletters may be delivered to a requested address, or picked up at City Hall, 415 W. 6th St. at the customer information desk in the lobby.
16. If the association wishes to add additional attachments to the newsletters, not printed by the City of Vancouver, please have those attachments credit the printing source.

Language Translation Assistance

The City encourages neighborhood associations to make their newsletters accessible to all neighbors. Translating the newsletter into the languages of your neighbors is one way to help neighbors feel welcome and included. The City has a contract with a translation company to provide document translation services, and neighborhood associations may use the City's contract on a reimbursement basis.

Identifying people living in your neighborhood who speak/write different languages who would be willing to volunteer to translate newsletters or articles is also an option.

To assist neighborhood associations in finding help with translating within the neighborhoods, the Office of Neighborhoods can provide a paragraph that can be printed in the newsletter calling for volunteer help with translation. The following paragraph is available on the Office of Neighborhoods webpage in Spanish, Russian, Vietnamese and Korean:

"We want to let everyone know about what's going on in our neighborhood association, including our non- English speaking neighbors. We would like to provide articles in our newsletter in the Spanish/Russian/Vietnamese/Korean language. If you or someone you know would be willing to volunteer to help by translating our newsletters or interpreting at the neighborhood meetings please call [insert phone number here]."

When translating your neighborhood newsletter the Office of Neighborhoods offers the following suggestions:

- Avoid use of online or commercial translation software programs, like Google Translate. The translations are usually word-for-word and very literal, and do not take into account differences in grammatical structure and idioms between English and other languages.
- Try to identify a second neighbor who reads and writes the same language who can proof-read the translation. Two sets of eyes are often better than one.
- Finally, make sure that translated articles include not only the name of the author but also the name of the translator.

Newsletter Safety

Neighborhood newsletters are an excellent way to share information regarding public safety, neighborhood beautification and promote opportunities for neighbors to get to know each other. However, sharing too much information about individuals in newsletters can be a risk to personal safety.

Information about individuals such as their names, addresses, children's names and ages, and pet information may seem like a great way to introduce new neighbors to the area, but this type of information can be used to criminal advantage.

Another area to watch for information sharing is the "kids for hire" section. Newsletter writers should avoid listing ages, names and phone numbers of children. Instead of including an ad reading: "13 year old girl interested in babysitting and pet care, call Cindy 555-5555", consider re-wording it to say: "Responsible young person interested in babysitting and pet care. Contact parents Marlene or George at 555-555-5555".

Personal information or photos of individuals should only be used with written consent and in the case of minors obtain written consent of parents or guardians.

Make sure when sharing personal information, about yourself or others, whether in a newsletter or in person, that consideration is given to where and with whom this information might end up. Also, remember that neighborhood newsletters are posted on the internet. For more information on crime prevention visit the Vancouver Police Department website at www.vanpolice.org.

Newsletter Distribution

Some neighborhood associations deliver newsletters door to door. If you do, please remember that it is against postal regulations to place newsletters in mailboxes, or to attach them to mailboxes, without postage applied.

A note from the Vancouver Postmaster:

"Many of the neighborhood associations are notifying their resident members of upcoming meetings by leaving notices in, or attached to, mailboxes without postage applied. For the information of all, it is against postal regulations to attach fliers to, or place in mailboxes, without postage applied! The Postal Service normally assesses a fine per occurrence when individuals or organizations willfully deposit mail into mailboxes with the intent of not paying postage."

Some neighborhoods take advantage of the option to have the printer fold their newsletters and affix the mailing address of the residents within the association's boundaries, so they can be mailed. If you wish to take advantage of this service, send the request when you submit your newsletter for printing. The addresses provided are physical property addresses and do not include post office box numbers. The association is responsible for affixing appropriate postage and mailing.

Annual Postcard Mailing

Each neighborhood association is allowed one postcard mailing per year, paid for by the Office of Neighborhoods. The purpose of this service is to facilitate attendance at a significant neighborhood association meeting or event, such as: election of officers; approval of the Neighborhood Action Plan; promoting the annual neighborhood cleanup event; and/or picnic or social event.

The postcards are approximately 8 ½" x 5 ½", and are sent to property addresses in the neighborhood, usually via USPS bulk mail. Neighbors that receive mail via post office box (and do not have delivery at their address) cannot be identified and will not receive this mailing.

To request a postcard mailing, send your request along with the desired text to neighborhoods@cityofvancouver.us. The Office of Neighborhoods will draft/format the postcard and send it back for approval before it is sent out. Please allow 4 weeks for creating, printing and mailing time. This will have the postcard arriving approximately **two weeks ahead of the event**.

If you need further clarification about the Newsletter Guidelines, contact the Office of Neighborhoods at 487-8608.

Websites & Social Media

In addition to printed newsletters, neighborhood associations are encouraged to use online tools to increase communication between neighbors.

Websites are a very popular way to provide information, especially when the information does not require or benefit from two-way communication. There are several companies you can choose from to host your neighborhood association's website. Many are free or very low cost (Google "free website"). If the neighborhood association chooses to host a website, the content and management (keeping information fresh and up to date) is done by volunteers within the neighborhood association.

The City of Vancouver provides a web page on the City's website for each neighborhood association (for example www.cityofvancouver.us/AirportGreen). These web pages contain standard information, including bylaws, action plans, boundary maps, City staff contact information specific to each neighborhood and current newsletters. The City can include links to a neighborhood association's website or social media pages this web page. To request this, email neighborhoods@cityofvancouver.us.

For more interactive communication, many neighborhood associations create a site on Nextdoor.com and/or a group on Facebook. Either or both of these methods can create a great way to further two-way communication among neighbors. These sites are managed by the neighborhood association, or a neighbor(s) who volunteer as administrator or lead for the account or page.

While Facebook Pages have increased in popularity, we suggest forming a Facebook Group for your Neighborhood Association. The functionality of a group page will allow you to:

- Survey members on important issues
- Send invites directly to members regarding upcoming events and meetings
- Ensure your members receive all your group updates with a notification that appears when they log in to Facebook
- Increase two-way dialog (anyone who is a member can post to the group's wall)

The City of Vancouver has a Facebook page that can "follow" your neighborhood association's page. The City may choose to share your neighborhood association's Facebook posts, which will expand your social media reach.

The City also has an account on Nextdoor.com, which allows staff from the Police, Fire, Public Works, Parks and Recreation and other departments to share information directly with specific neighborhoods. The City's Nextdoor account is not monitored 24/7, and should not be used to report crimes, utility problems, to request city services or to submit public records requests. Also, the City cannot view other conversations or threads posted by neighbors on your Nextdoor site. If something is being discussed on your neighborhood's Nextdoor site that needs to be addressed by the City, please ask the poster to contact the appropriate city department directly, or call 9-1-1 for emergencies.

PRACTICAL POLITICS FOR NEIGHBORHOOD ASSOCIATIONS

Neighborhood associations are about involvement and politics, but they are also about inclusion of the many voices that make up a neighborhood -- and not just those voices that are most active or those of the leadership board. While neighbors and neighborhood associations are independent of the City and

have rights as individuals and as groups to exercise their rights to speech and association, the practical reality is that political campaigns as well as some ballot measures can drive wedges between neighbors and make people hesitant to participate in the neighborhood association. In general, be cautious about politics; work to serve the long-term interests of your association.

Some practical tips:

- If you are a neighborhood officer or member who is involved in a campaign, be up front about your involvement in the spirit of no conflict of interest or appearance of conflict. This helps maintain trust among association members.
- Consider hosting candidate and issue forums which provide all candidates/sides the opportunity to share information and give residents a chance to hear all sides of issues. Hosting or co-hosting such events is a positive way to be involved in politics in a non-divisive way. (Neighborhood associations may include a general statement in their newsletters encouraging members to attend an upcoming meeting for a chance to hear from candidates or about ballot measures, without including specific information about the candidates or ballot measures.
- Political candidates are members of the public and cannot be excluded from attending your meeting. Of course it is possible that a candidate may be a member of your individual association or even a board member. Depending on your bylaws, candidates may have a right to participate as well as attend. The neighborhood association does not have an obligation, however, to let them use their participation in the meeting as a platform for their candidacy.
- If yours is one of the neighborhood associations that is registered as a 501(c)(3) nonprofit by the IRS, partisan or nonpartisan political activity may jeopardize that status.

A final thought for the campaign season: If your newsletter is printed by the City, paid or unpaid campaign advertising, or articles promoting or opposing a candidate or a ballot measure is not acceptable. Using public facilities – including printing, for such endorsements is against state law. If your neighborhood association would like to include this type of information in a newsletter, the association must pay for the printing and distribution from its own funds.

POTENTIAL LIABILITY OF NEIGHBORHOOD ASSOCIATIONS, OFFICERS & VOLUNTEERS

- I. Neighborhood Associations are not public agencies (see VMC 2.75.080).
- II. The officers of such associations are not city officers or employees and in most situations would not fall into the category of City volunteers.
- III. The City cannot legally obligate itself to protect, indemnify or otherwise hold harmless from liability the officers of neighborhood associations or neighborhood volunteers.
- IV. The purpose of this summary is to give basic information only, and is not intended to be legal or financial advice.

Neighborhood Associations are about the business of building community. And, while the activities of the neighborhood association are intended for this positive purpose, from time to time questions arise about the liability of neighborhood associations and their volunteers.

[RCW 4.24.670](#) provides for protection from personal liability for volunteers. The law prevents volunteers from being held personally liable for harm caused by an act or omission of a volunteer on behalf of the organization under certain circumstances. **An important provision of this law is that the organization carries public liability insurance** covering the organization's liability for harm caused to others for which it is directly or vicariously liable. The amount of coverage required varies by the amount of annual gross revenues of the organization:

- For organizations with gross revenues of less than twenty-five thousand dollars, coverage of at least fifty thousand dollars due to the bodily injury or death of one person or at least one hundred thousand dollars due to the bodily injury or death of two or more persons.
- For organizations with gross revenues of twenty-five thousand dollars or more see RCW 4.24.670 (1)(e)(ii, iii)

The law applies to 1) neighborhood association officers in their capacity as officers of a nonprofit organization or 2) where individual volunteers perform service for a governmental entity. The definition of "nonprofit organization" includes any not-for-profit organization that is organized and conducted for the public benefit and operated primarily for charitable, civic, educational, religious, welfare, or health purposes. It would therefore seem to include neighborhood associations even if the association is not formally incorporated.

For those neighborhood associations and officers who have liability concerns and/or wish to limit any potential exposure to personal liability, the following measures may be taken:

1. Neighborhood associations should consider purchasing public liability insurance coverage in the appropriate amounts as outlined in the above referenced RCW.

The Vancouver Neighborhoods Alliance is a resource for affordable coverage, in cooperation with other Vancouver neighborhood associations. The VNA Collective Liability Insurance is not affiliated with the City of Vancouver. For more information contact vancouverna@gmail.com.

2. Neighborhood association officers should check with their homeowner's insurance agent to see if their current policy would ever cover such activities and if not, whether endorsements can be added at little or no cost.
3. A neighborhood association can be incorporated as a Washington non-profit. Officers of such corporations have limited liability by law. The downside to this approach is the expense of incorporating and the required paperwork necessary to retain corporate status. It is not recommended that neighborhood associations obtain IRC 501(c)(3) status unless:
 - 1) An association expects to receive and is willing to be accountable for significant charitable contributions; and
 - 2) Is able to utilize the professional expertise necessary to properly create such an entity and to comply with ongoing governmental reporting requirements.
4. Unincorporated neighborhood associations can purchase errors and omissions coverage for officers; however, the cost for this type of insurance may be expensive.
5. Neighborhood associations should obtain advice on legal and financial risks of associations, officers and members from qualified private legal counsel or accountants (this is at the association's expense).

COMMUNITY INFORMATION SHARING POLICY

Community programs, events, media releases and website links related to government agencies or those agencies supported monetarily or in-kind by the City of Vancouver or Clark County may be promoted by the City of Vancouver Office of Neighborhoods through its Weekly Update e-mail newsletter. Requests from not-for-profit organizations whose mission supports City Council goals will be reviewed on a case by case basis. Those that do not fit the above criteria cannot be promoted.

Procedure for submitting an item for inclusion on the Office of Neighborhoods Weekly Update:

Community programs, events and media releases should be sent as follows to neighborhoods@cityofvancouver.us. Please include a photo or graphic if available and a website link to more information.

Deadline for submissions is 5 p.m. on Tuesdays. The information provided to the Office of Neighborhoods will be reviewed by staff. If the information meets the criteria specified above and there are no questions related to the submission, it will be included in the Office of Neighborhoods Weekly Update, which is sent to neighborhood leaders on Thursdays or Fridays each week.

TOOLS FOR EFFECTIVE NEIGHBORHOOD MEETINGS

Meeting Management

How Neighborhood Association meetings are run will affect how members become and stay involved in the association. When meetings are well run, people's opinions are respected and the agenda is followed, members will feel more willing to participate in other activities of the association.

The **Neighborhood Ordinance** calls for neighborhood associations recognized by the City of Vancouver to abide by the laws regulating open public meetings and open access to all information not protected by the right of personal privacy. The related law is the [State of Washington's Open Meetings Law RCW42.30](#). This law states that, "The Washington form of government requires an informed public, aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent (of this law) that decisions of governing bodies be arrived at openly." Additional information about the State of Washington's Open Public Meetings Act can be found at: <http://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Open-Public-Meetings-Act.aspx>. With some preparation, neighborhood meetings can be effective tools to facilitate resident participation and improve communication between residents. Below are some tips for effective meeting management that will help your neighborhood reach its goals for sharing information, identifying issues and solutions, and fostering a collaborative working environment for all participants.

Create and Use a Detailed Agenda

Each meeting must have an agenda that's been developed ahead of time and ratified by the members of the executive board. By having the agenda in advance of the meeting and making it available through the newsletter, association members can do their homework and come prepared to make decisions.

Agendas should include the following items:

1. Topics for discussion, plus a brief description of what is involved and what needs to be accomplished
2. A time guideline for each item
3. The name of the person bringing forward the item (when applicable)
4. Details of the process to be used for each discussion (i.e. is it a voting issue?)

If the agenda cannot be designed in advance for whatever reason, then the first order of business at the meeting should be agenda building (members design the agenda for the meeting's discussion).

Clarify Roles and Responsibilities

Effective meetings require people to assume defined roles.

Chairperson: runs the meeting according to defined rules and bylaws, but also offers opinions and engages in the discussion if he/she chooses. The chairperson is the official leader who plays an active role as decision maker and 'opinion leader'. The chairperson manages participation, helps the group determine its needs, keeps things on track and periodically checks on how things are going.

Secretary/Note taker: takes brief, accurate notes of what is discussed and the decisions made. Summary notes are preferable to detailed minutes.

Timekeeper: keeps track of the time and reminds the group periodically if they're staying within guidelines. This role is not a license to be autocratic or to shut down important discussions if they're running over.

Tips for the Chairperson

It is useful at the start of a meeting to go over the meeting agenda and the notes from the previous meeting, share information and manage a round robin report-back by special committees. Chairpersons traditionally rely on the use of "Parliamentary Rules of Order" (see next page).

Since chairs are not neutral, their major drawback is that they tend to influence decisions. It's not uncommon for a strong chairperson to want to make final decisions on important items. A consequence of the decision made is that the chair 'owns' the outcome. To combat this, the chairperson should try to foster full and equal participation of all members when their input is needed to decide issues. Try to rely on consensus and collaboration to reach important decisions. This results in decisions for which the whole group feels it has ownership.

Set Clear Ground Rules

Use clear ground rules for specific situations and/or decisions if needed.

Manage Participation

Make sure that everyone is part of the discussion, that structure exists for each item and there is an effective use of decision-making tools to bring closure to all items. For example: allow each person to speak once, and only once on the topic being discussed. This allows everyone who wants to speak an opportunity to do so; but does not allow one or two people to monopolize the discussion.

Make Periodic Process Checks

Process checking is a technique that a chairperson might want to utilize during meetings to keep meetings from going 'off the rails.' It involves stopping the discussion and turning the group's attention to how the meeting is going. The purpose of this shift in focus is to engage members in checking how things are being done and what changes are needed to improve the flow of the meeting.

Parliamentary Procedure

Some neighborhoods prefer to use their own meeting procedures but parliamentary procedure is a tried and true format which is understandable to most. Some neighborhoods assign a parliamentarian to assist them with the procedures during the meeting. Parliamentary procedure can be adapted to fit the needs of any organization.

What is Parliamentary Procedure?

It is a set of rules for conducting business at meetings and public gatherings.

Why is parliamentary procedure important?

Because it allows everyone to be heard and it allows the group to make decisions without confusion.

Parliamentary procedure means:

- democratic rule
- flexibility
- protection of rights
- a fair hearing for everyone

Follow a Fixed Agenda

A Fixed Agenda or order of business is generally followed by organizations that use parliamentary procedure. Here's a typical example:

- **Call to order:** if a quorum is present, the chairperson says, "the meeting will come to order."
- **Minutes:** the secretary reads a record of the previous meeting.
- **Officers' reports:** this is often limited to a report from the treasurer, but others may report at this time.
- **Committee reports:** first come reports from standing (permanent) committees, then from special (temporary) committees.
- **Special orders:** this is important business previously designated for consideration at this meeting.
- **Unfinished business:** this is business that has carried over from the previous meeting.
- **New business:** new topics are introduced.
- **Announcements:** these inform the assembly (the people at the meeting) of other subjects and events.
- **Adjournment:** the meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was set by an earlier vote).

Giving Members Their Say - They make motions. A motion is a proposal that the assembly takes a stand or takes action on some issue. Members have a right to:

- **Present Motions** (make a proposal): "I move that..."
- **Second Motions** (express support for discussion of another member's motion): "Second."
- **Debate Motions** (give opinions on the motion): "I think..."
- **Vote on Motions** (make a decision): "All those in favor..."

Presenting a Motion - Here's what happens when you want a motion considered:

- **You obtain the floor**
Wait until the previous speaker is finished
Rise and address the chair (the chair needs to recognize you)
- **You make your motion**
State your motion affirmatively. Say, "I move that we do..." instead of "I move that we do not..."
- **You wait for a second.**
Another member will say, "I second the motion." Or, the chair will call for a second.
If there is no second, your motion will not be considered.
Motions which are made at the direction of a board or committee (of more than one person) does not require a second.
- **The chair states your motion.**
The chair must say, "It is moved and seconded that we..."
After this happens, debate or voting can occur.
Your motion is now "assembly property," and you can't change it without consent of the members.

- **You expand on your motion.**
As the person who made the motion, you are allowed to speak first. Direct all comments to the chair.
Keep the time limit for speaking.
You may speak again after all other speakers are finished.
You may speak a third time by a motion to suspend the rules with a 2/3 majority vote.
- **The chair puts the question.**
The chair asks, “Are you ready for the question?”
If there is no more debate, or if a motion to stop debate is adopted, a vote is taken. The chair announces the results.

Voting on a Motion

How a motion is voted on depends on the situation and the bylaws of your organization. You may vote by:

- **Voice:** The chair asks those in favor to say “aye” and those opposed to say “no” (for majority votes only – define majority via your neighborhood bylaws). A member may move for an exact count.
- **Show of hands:** Members raise their hands to verify a voice vote, or as an alternate to it. This does not require a count. A member may move for an exact count.
- **Roll call:** If a record of each person’s vote is needed, each member answers “yes”, “no” or “present” (indicating the choice not to vote) as his or her name is called.
- **Ballot:** Members write their vote on a slip of paper. This is done when secrecy is desired.
- **General consent:** When a motion isn’t likely to be opposed, the chair says, “If there is no objection...” Members show consent by their silence.
- If someone says “I object,” the matter must be put to a vote.

More About Voting...

A question (motion) is pending when it has been stated by the chair but not yet voted on. The last motion stated by the chair is the first pending.
The main motion is always the last voted on.

A motion to lay on the table

This motion is used to lay something aside temporarily to take care of a more urgent matter. It should not be used to prevent debate or to kill a question.

Members can “take from the table” a motion for reconsideration. This must happen by the end of the current or next session (depending on how soon the next session is scheduled).

A motion to postpone indefinitely

This is parliamentary strategy – it allows members to dispose of a motion without making a decision for or against. This is useful in case of a badly chosen main motion for which either a “yes” or “no” vote would have undesirable consequences.

For additional information on effective meetings you may refer to the most current edition of *Roberts Rules of Order*.

See Appendix C for a *Parliamentary Procedure Tip Sheet*.

Sign Language Interpretation at Meetings

Given the unique role that neighborhood associations play in facilitating communication between citizens and the Vancouver City Council, and in the interest of communication with members of the deaf and hard of hearing community, the City of Vancouver finds it important to provide accommodation by providing sign language interpretation services if requested at general membership neighborhood association meetings.

ASL services can be provided if there is a request to the neighborhood association. The neighborhood association leadership should notify the Office of Neighborhoods of the request for interpreters at least 3 business days before the meeting, or as soon as possible. Details of the meeting, such as date, time, location, and duration of the meeting should be provided via email to neighborhoods@cityofvancouver.us. Interpreters will be arranged for and confirmed with the neighborhood association prior to the meeting.

NOTE: Please keep in mind that a meeting that lasts more than one hour requires two interpreters, which doubles the cost. If the meeting agenda can be kept to one hour it will require only one interpreter, and allows interpreters to be provided at more meetings.

NEIGHBORHOOD PROGRAMS & RESOURCES

Picnics, Parades & Block Parties

Throughout the year neighborhood associations plan community building activities that get people out of doors and meeting each other. Examples of these activities might be a block party, neighborhood parade, neighborhood improvement project, etc. Many times these activities involve the use of city streets, sidewalks, or right-of-ways as part of a gathering place. When this is the case, the city asks the neighbors or neighborhood association to obtain a Street Use Permit.

In general, the purpose of the street use permit is to protect the public and provide for the safe use of streets. A couple of important components of the permit are there to ensure that the affected residents know about and are in agreement with the street use; and that the community in general (i.e. the taxpayers) are not held responsible for the liability of the event.

A complete application includes:

- Street Use Permit (SUP) application form completed and signed. Form can be found on city website at www.cityofvancouver.us/streetpermits.
- Written consent of each property owner and/or tenant inside the barricaded area.
- If under 100 expected in attendance: Hold Harmless agreement signed and notarized. One (1) Hold Harmless Agreement is required per every fifty (50) persons in attendance. If multiple agreements are necessary, each must come from a separate property owner.
- If over 100 expected in attendance: Sign and notarize a Hold Harmless agreement and provide a Certificate of Insurance under a Commercial General Liability policy with the following limits:
 - Per Occurrence Limit - \$1 Million
 - General Aggregate Limit - \$2 Million
 - Product-Completed Operations Aggregate Limit - \$1 Million
- The insurance must be written on an “occurrence” basis. This must be indicated on the certificate.
 - Claims made policies will not be acceptable.
- The City of Vancouver must be named as an Additional Insured in the Certificate of Insurance
 - The wording on the Certificate of Insurance should read as follows: “The City of Vancouver is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured.” The certificate holder must be named in the designated box as: “City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995.”

Fees for Street Use Permits are waived for city recognized neighborhood associations that are requesting the permit for an officially sanctioned neighborhood association event.

We hope that this will allow neighborhoods to continue to enjoy community building activities with a minimum amount of concern and at the appropriate level of protection for the neighborhood, the City and the community at large.

The city has a new web page for Street Permits at: www.cityofvancouver.us/streetpermits. The web page provides details about various required permits, including Street Use Permits, Right of Way Permits and Traffic Control Plans. These forms, which are in pdf, can be filled out on-line and then printed and submitted.

Street Use and Right-of-Way Permits allow residents, organizations, property owners and businesses to use the public street right-of-way for purposes other than for the usual automobile, pedestrian and bicycle traffic. Examples are parades, walks, construction of curbs or sidewalks, landscaping, building signs and sidewalk sales which take place in the public street right-of-way.

The term “Right-of-Way” refers mainly to the community-owned areas of legally open municipal streets, sidewalks, alleys, parkways and any other public land.

In addition to obtaining a Street Use or Right-of-Way Permit, Traffic Control Plans, Hold Harmless Agreements, Insurance, Fees, Special License, other Permits and Conditions of Approval may also be required. These are needed because unusual uses of the pavement and sidewalk areas of public streets could disturb auto and pedestrian traffic and cause safety hazards. Plans must be made to protect public health, street safety and the city’s pleasant environment. To do this, police, fire and other city service areas may need to be consulted and provide services for these events. The Permit process assures that all these things are being planned for. Please call Operations Center for more information at 360-487-8177.

Picnic Equipment Reservations

Picnics and other social events provide a way for neighbors to get to know each other and afford an opportunity for residents to learn more about the neighborhood association and its benefits to the community. Office of Neighborhoods and the City of Vancouver will work with the Neighborhood Association Leadership to organize successful picnics, by offering the use of on loan/rental equipment and will pay for rental of a portable toilet once yearly. To do this efficiently and effectively the following procedures and resources are utilized:

Written Confirmation

The Office of Neighborhoods requests that all equipment reservations be made online at www.cityofvancouver.us/picnicform, or in writing and be sent to the Office of Neighborhoods by mail, fax, email or in person. The Office of Neighborhoods will then process and confirm your request in writing. Please submit your request at least 30 days in advance of your event. There is a reservation form online (see above), or you may use the form on the following page and send it to the Office of Neighborhoods.

Pickup and Returning Barbecue, Tables and Trash Cans

Equipment must be picked up and returned at the Operations Center, 4711 East Fourth Plain Blvd. Please check in at the main desk. Equipment may be picked up between 7 a.m. and 9 a.m. Monday through Friday and must be returned the following business day between 7 a.m. and 9 a.m. In order to transport the picnic tables and/or trash cans and recycling receptacles, a minimum of two people are required, able to lift and carry at least 50 lbs., and who are physically able to load the plastic folding picnic tables and trash cans into your own vehicle

(the picnic tables are plastic folding tables and can fit in the back of a pickup truck along with the trash cans).

Picnic table dimensions: 71-1/2" long x 55" wide (folded 3-3/4" high, set up 29-1/2" high)

Trash cans: 32 gallon, galvanized.

Barbecue: Neighborhood volunteers should be prepared to hook up the trailer and load equipment into their vehicle. Proper electric vehicle wiring is required (standard 5 or 7 pin tail light connector and a standard two inch ball). The neighborhood association is responsible for cleanup of the BBQ as well as repairing damage that may occur while in its use.

Use of the BBQ requires a fee for maintenance and propane. When reserving the BBQ, please include a check, made out to the City of Vancouver, along with your request for the equipment registration form. See picnic form for fee schedule.

Portable Toilets

Each year, every neighborhood association is provided one free use of a portable toilet for any event they hold. Please use the picnic equipment reservation form to request a portable toilet, regardless of the event for which you are requesting a portable toilet.

Other Services for Neighborhood Picnics

Tobacco Free Parks Signage: In December, 2011 the Vancouver City Council adopted an ordinance prohibiting tobacco use in city parks. This ordinance applies at all times including neighborhood picnics and other events in neighborhood parks. Temporary signs that can be used as reminders during your neighborhood picnics and other events are available on loan from Clark County Public Health, 1601 E.

4th Plain Blvd. Contact Clark County Public Health, at healthy.here.now@clark.wa.gov

Waste Connections Event Lending Library: Reduce waste at neighborhood picnics, block parties, National Night Out, and other community events by borrowing equipment from Waste Connections' Event Lending Library. Garbage, recycling, and food waste receptacles, durable dishware, and event planning assistance are available. Bags are included. More information at:

<https://wcnorthwest.com/events>

See Appendix D for Picnic Equipment Request Form

VANCOUVER SPARKLES AWARDS

The Vancouver Sparkles award began in 2001 to acknowledge an individual, residence or business that did their part to keep their neighborhood clean, green and a good place to live and work. Whether it's picking up litter during a daily walk, organizing a cleanup, helping neighbors with yard work or being a friendly neighbor with a "can do" attitude, these efforts are making a difference in our community.

The City *encourages all recognized neighborhood associations to name a Vancouver Sparkles award winner* every year within their own neighborhood and honor them in a special way. Maybe it will be recognition at the neighborhood picnic or cleanup day or winter holiday gathering, along with an article in your neighborhood newsletter. And, the City wants to support your recognition effort by providing a special certificate signed by the Mayor and the neighborhood association chair, a reusable bag, a special window decoration and a special "something". We will also post the award winners on the City website, and provide a special recognition in the Office of Neighborhoods Weekly Update.

Your neighborhood association is encouraged to name a Vancouver Sparkles Award Winner each year and let us know. Please send your nomination (including name and a brief description of why they were chosen) to Judi Bailey at judi.bailey@cityofvancouver.us or call 360-487-8608.

RECYCLING 101 – MINI GRANTS

Representatives of neighborhood associations are invited to attend a brief recycling education & training session. Trainings are provided by the City of Vancouver and Waste Connections and offered throughout the year. Neighborhoods that attend training and publish recycling articles in their neighborhood newsletters in the same calendar year can earn \$120 bonus dollars for the neighborhood association treasury. For more information contact Solid Waste Services at 360-487-7163 or solidwaste@cityofvancouver.us.

NEIGHBORHOOD CLEANUP EVENTS

All recognized and active City neighborhood associations are eligible for one cleanup event each year, held on a Saturday. The cleanup is intended to provide neighborhoods with the opportunity to dispose of bulky items and can also include yard debris and scrap metal collection.

The City pays for the disposal fees and the hauler provides a truck and driver. Neighborhood associations are responsible for organizing volunteer staffing at the cleanup and publicizing the event to their neighborhood residents. Neighborhoods can also earn bonus dollars for providing opportunities for reusing and recycling at the cleanup event.

Please, see Resource Conservation Challenge information, below. For more information contact Solid Waste Services at 360-487-7163 or solidwaste@cityofvancouver.us. (see Cleanup Reservation Form or make an online cleanup request at www.cityofvancouver.us/neighborhoodcleanup). Remember to schedule a neighborhood cleanup and chipper event early with Solid Waste, **scheduling starts October 1 for the next year.**

Clean-up Event Tips

The following planning tips have been provided *by neighbors* who have coordinated cleanup events in the last few years:

Timing

- Coordinate with Solid Waste and Waste Connections early. Schedule in early October for the coming year.
- Keep the event hours short – four to five hours.

Volunteers

- Have a lot of volunteers!
- Get people to help early. Send a reminder to volunteers one week in advance of the cleanup and do a phone reminder one day ahead of the event.
- Contact other neighborhoods to see how they run their events. Have 4 to 6 neighbors help plan the event.
- Assign a committee to plan timely notification of the event to residents.
- Have someone help oversee the unloading of vehicles to keep “unacceptables” out.
- Have many hands to help unload individual car or trucks.
- Enlist LOTS of help in shifts.
- Depending on your neighborhood size, get four or more volunteers for two-hour shifts.
- Get organized, get the word out early and then remind folks, and get volunteers to help at the site and provide pickup for those who don’t have a vehicle.
- Contact Young Marines, your local Boy Scouts troop or Restorative Community Service for helpers.
 - Contact Restorative Community Service at 360-397-2201 ext. 4057 to schedule at least 30 days in advance.
- Volunteer Roles: Greeter, Line Leader, Unloaders, Metal box attendee, Reuse pile attendee, Chipper attendee, and Volunteers to direct traffic.

Advertising

- Get the word out about your chipper/cleanup event early and more than once
- Include information in a neighborhood newsletter, flyer or postcard.
- Post on NextDoor.com or other social media groups.
- Remember to keep the information within your neighborhood association and do not advertise in the newspaper.
- Schedule and publicize well in advance; then a preliminary reminder 2 weeks beforehand.
- Use the coupon method for bulky item loads - this helps eliminate other areas from using this service.

Food

- Make sure you have plenty of beverages for the volunteers and the drivers.
- Have a lunch/snack plan for the workers.
- Have fun! We served doughnuts and coffee in the morning and barbecued hot dogs in the afternoon. Homemade cookies were offered to all that came.
- Some associations accept donations at the cleanup to add the association treasury.

Clean-up Event Logistics

- Have lots of room and a plan coordinated ahead.
- The first cleanup (at least for us) was the biggest. It seems that this first opportunity to get rid of unwanted stuff everyone takes advantage of. Have a good plan ready and lots of helpers. Choose your site carefully; lots of room, good traffic patterns and be prepared for noise.
- Plan access & exit paths for rapid and efficient transit.
- Make sure that it is held in an area large enough for trucks with trailers to turn around. We had ours in an empty high school parking lot and it was perfect!
- Make one driveway designated for “exit” only.
- Trucks or drop boxes should be clearly marked “yard debris”, “scrap metal”, “bulky items”, etc. and accessible from both sides is preferred.
- Don’t forget to bring brooms gloves, shovels, rakes & dust pans for clean up at the end.
- Have lots of signs!
- Remind neighbors to disassemble as much as you can before arriving. BBQ’s, tables, useful items to the side so neighbors can reuse. Rakes, bikes, etc. What’s left over can go to for sale, donation or in the dumpster.
- Remind neighbors to categorize their loads – separate material for easy unloading into the bulky item truck, yard debris box or truck, metals box. Use a tarp liner under the yard debris for faster and cleaner unloading
- Remind neighbors to come prepared to unload what they bring to the cleanup (i.e. leather gloves and tools to unload)
- Invite non-profits to pick up useable items
- Have a volunteer take metal recycling to recyclers, proceeds go to treasury or have a metal recycler come and take metal items away, or have Waste Connections provide a drop box for scrap metal, proceeds go to treasury.
- Use name tags for volunteers.
- Allow time for cleanup of site and have volunteers assigned for this task.
- Write thank you cards to volunteers.
- In the next newsletter let neighbors know how much tonnage was cleaned up from the neighborhood and recognize volunteer efforts.
- Remind neighbors to cover their load to prevent littering if bringing a truck or trailer.

See Appendix E for Cleanup Request Form

RESOURCE CONSERVATION CHALLENGE

The City of Vancouver is working to incorporate more environmentally responsible practices to conserve our natural resources for future generations. To that end, it is important that our neighborhood cleanup events result in improved community health and encourage the stewardship of resources rather than attempting to throw out and landfill as much material as possible.

The Resource Conservation Challenge was developed to recognize and reward neighborhoods that make an effort to reduce waste at their neighborhood cleanup event through reuse, donation or recycling.

Active and recognized neighborhoods can earn \$100 bonus dollars for the association treasury! To qualify, the neighborhood association will need to do a minimum of **three** activities in the same calendar year; at least **one** activity needs to occur on the day of your neighborhood cleanup. See table below for examples of qualifying activities. For more information contact Solid Waste Services at 360-487-7163 or solidwaste@cityofvancouver.us.

Resource Conservation Challenge Neighborhood Activities

REUSE:

- **Divert reusable items** at the cleanup for a community garage sale or donation to a charity.
- **Divert reusable building materials** for donation to Habitat for Humanity ReStores or The Rebuilding Center.
- **Recover bicycles and donate them for reuse** to the Community Cycling Center, Bike Clark County or other organization for reuse. *Separate from scrap metal recycling.*
- **Collect small engines or lawn mowers** for a high school small engine program or refurbishing by a repairer. *Separate from scrap metal recycling.*
- **Organize a free neighborhood swap event to promote sharing** and reuse before buying new. Ideas include clothing, toys, baby items, hobby and sports gear. *Separate from donation or sale activities.*

RECYCLING:

- **Collect yard debris separate from bulky waste.** Can be done with yard debris service provided by Waste Connections.
- **Collect scrap metal for recycling.** Can be done by neighborhood volunteers, nonprofits, a business or Waste Connections.
- **Collect cardboard for recycling separate from bulky waste,** volunteers collect and drop off at transfer stations or arrange with a recycler.
- **Collect block foam for recycling separate from bulky waste,** neighborhood volunteers collect and drop off at any regional transfer station.

OTHER:

- **Schedule a recycling speaker** at a neighborhood meeting. Call Waste Connections at 360-449-8384 or City Solid Waste at 360-487-7163.
- Coordinate a **neighborhood tree planting.** Contact Urban Forestry for details, 360-487-8308.
- Coordinate a **park cleanup or neighborhood litter pickup day.** Contact the Volunteer Information Center for details, 360-487-8316.

NEIGHBORHOOD CHIPPER

Neighborhood associations can request a commercial chipper, operated by City crews to come out for four hours on a Saturday to chip woody debris, including brush, branches and limbs. The chipper is available to an association once a year, scheduling and availability depend on seasonal demand. The chipper can be scheduled along with your neighborhood's cleanup event or on an alternative Saturday as a stand-alone event. For more information, contact Vancouver's Solid Waste Services at 360-487-7163 or solidwaste@cityofvancouver.us.

See *Appendix F for Chipper Request Form*

SPRING & FALL COUPONS

Spring Yard Debris & Tire Coupons

In April, City residents with active garbage service receive one set of coupons for free yard debris and tire disposal. Included are two coupons for yard debris (\$80 value) and one coupon for passenger tires (4 max), valid from early April to the end of June each year. The coupons are enclosed in April garbage bills from Waste Connections. Paperless bill customers receive an email in March to request coupons.

Fall Leaf Disposal Coupons

In the fall, coupons for free leaf disposal are available to all residents, good from October through December each year. Neighborhoods can attach the fall leaf coupon to the neighborhood newsletters. Coupons are also included in the fall recycling refresher from Waste Connections, available at city offices and can be downloaded from our website at www.cityofvancouver.us/solidwaste.

For more information about the coupon programs contact Solid Waste Services at 360-487-7163 or solidwaste@cityofvancouver.us.

ANNUAL USED APPLIANCE ROUND-UP

Vancouver residents with active garbage service may schedule one free pick up of a non-working major appliance, at any time during the year. Major appliances include refrigerators, freezers, dishwashers, washers, dryers and water heaters. Additional pickups or bulky item pickup can be scheduled anytime, extra fees apply. Schedule with Waste Connections, call 360-892-5370 or email customerhelp@wasteconnections.com. For more information about the program call Solid Waste Services, at 360-487-7163.

NEIGHBORHOOD ACTION PLANS

Neighborhood Action Plans (NAPs) are **long-range plans** that provide neighborhoods with a **framework** to achieve goals and to address identified needs. The goal is to develop NAPs in coordination with the City's Comprehensive Plan.

NAPs are used by City Departments, Commissions, and City Council to guide future decisions, development and budget proposals, and plans affecting the neighborhood. They are developed by the neighborhood residents to address the individual needs and concerns of each neighborhood (including, but not limited to, traffic, safety, parks, and community building.)

The Office of Neighborhoods and assigned neighborhood liaisons assist neighborhoods in creating and updating their Action Plans. The Office of Neighborhoods is a resource to neighborhoods to ensure the right connections are made with city departments, staff and other community organizations as well as work to seek out partnerships that achieve action steps, advocate for neighborhoods, and educate neighbors on how to effectively participate in City government during the developing stages.

The NAP process is loosely defined, allowing flexibility to meet the needs of each neighborhood; however, the development of each NAP should include the following steps (**for a more detailed process or to update your NAP, please refer to the NAP Kit**):

- **Call the Office of Neighborhoods** to receive a copy of the NAP Kit or access it online at <http://www.cityofvancouver.us/cmo/page/neighborhood-action-plans> .
- **Determine Neighborhood Readiness** – conduct an assessment of your neighborhood to determine whether or not your group is ready to commit to the NAP process.
- **Form a NAP Committee** – Organize a committee, which will assess the neighborhood and its issues and develop a plan of action to maintain and/or build the assets and opportunities within your neighborhood.
- **Community Building** – Provide an opportunity for neighbor participation and encourage collective planning. Keep your neighborhood informed throughout the process via your newsletter and meetings.
- **Understand Your Neighborhood** – Develop a community profile – a summary of what your neighborhood is all about – land uses, services offered, and diversity found in the neighborhood (i.e. age and ethnic background). Consider a neighborhood survey or a neighborhood tour, include your liaison. Review the City's Comprehensive Plan and 6 Year Transportation Plan to see what's already been planned for your area.
- **Create a Vision Statement** – a statement that expresses the aspirations and goals of the neighborhood in the next five to ten years.
- **Identify Issues & Opportunities** – Develop objectives and goals for your neighborhood (for example: traffic and pedestrian safety, public safety, transportation, recreation and open space, land use and housing). Include a disaster preparedness program like Map Your Neighborhood in your NAP.
- **Create a Plan of Action** – Identify specific action steps to accomplish your objectives.
- **Prioritize** – Prioritize your action steps and identify responsible parties for accomplishing action steps.
- **Seek Plan Approval** – Seek overall neighborhood approval on the final draft action plan and make necessary changes. Have your liaison review it. Submit to Office of Neighborhoods for review and staff recommendations. Formally adopt the plan by a vote in a general membership meeting.

- **Request Council acceptance** – this is done by resolution at a City Council meeting.
- **Implement your NAP** – Create an implementation committee and work together as a group to implement your action items.

NEIGHBORHOOD LIAISON PROGRAM

Neighborhood Liaisons are city employees who are managers and supervisors specifically appointed for an indefinite term by the City Manager to be responsible for and accountable to a recognized Neighborhood Association. Liaisons are selected based upon their skills and experience and/or upon their expressed desire and ability to serve in this role.

The Role of a Neighborhood Liaison is:

- To get to know the neighborhood, its officers and its residents.
- To put a name and a face to City government and City Hall, modeling how the City conducts business through the Operating Principles.
- To attend neighborhood meetings and functions and to serve as a link between the neighborhood and City Hall, as necessary. To deliver timely information from the City to the Neighborhood Association, as well as from the Association back to the City by providing a written summary of the neighborhood meetings and/or issues to the Office of Neighborhoods and the City Manager (this communication will be copied to the neighborhood Chairperson).
- To respond with facts and information requested by the Neighborhood Association at neighborhood meetings and functions, over the phone, and via mail or email.
- To maintain an ongoing relationship with the Neighborhood Association. To provide continuity among and support to neighborhood leadership.
- To help Neighborhood Associations become more self-sufficient and independent as they work through issues and problem-solve. This is done by connecting neighbors to the appropriate contacts within the city and other community organizations, and by offering advice when appropriate.
- To be a helpful neighbor with a “can do” and “how can we help?” attitude.

Contact information for the city liaison to your neighborhood can be found on your association’s webpage on the city website or by calling the Office of Neighborhoods 360-487-8608.

VANCOUVER POLICE DEPARTMENT PROGRAMS

Neighborhood Police Officers

The Vancouver Police Department has four **Neighborhood Police Officers** (NPOs), each assigned to a district. The **NPOs** are the liaisons to the community members within their district and are available to meet with neighbors to discuss crime issues, livability issues, attend community meetings and to answer questions about crime trends and prevention. These officers are the main contact person for a resident within a district to go to when there are crime issues or other concerns that the police department can assist them with. These officers work cross departmentally as well to assist community members with problem solving strategies.

WEST PRECINCT (City limits west of Andresen Road)

District 1 includes these neighborhoods:

Arnada, Carter Park, Esther Short, Fruit Valley, Hough, Lincoln, Northwest, Rose Village, Shumway and West Minnehaha Neighborhood Associations. For contact information visit the neighborhood webpage or <https://www.cityofvancouver.us/police/page/district-1-neighborhood-police-officer>.

District 2 includes these neighborhoods:

Bagley Downs, Central Park, Columbia Way, Dubois Park, Edgewood Park, Evergreen Highlands, Evergreen Shores, Fourth Plain Village, Green Meadows, Harney Heights, Hudson's Bay, Maplewood, Meadow Homes, Northcrest, Riverview, Southcliff and Van Mall Neighborhood Associations. For contact information visit the neighborhood association's webpage or <https://www.cityofvancouver.us/police/page/district-2-neighborhood-police-officer>

EAST PRECINCT (City limits east of Andresen Rd.)

District 3 includes these neighborhoods:

Burton Ridge, Ellsworth Springs, Father Blanchet Park, Forest Ridge, Image, Kevanna Park, Marrion, North Garrison Heights, North Image, Northwood, Oakbrook, Ogden and Vancouver Heights Neighborhood Associations. For contact information visit the neighborhood association webpage or <https://www.cityofvancouver.us/police/page/district-3-neighborhood-police-officer>

District 4 includes these neighborhoods:

Airport Green, Bella Vista, Bennington, Burnt Bridge Creek, Burton-Evergreen, Cascade Highlands, Cascade South East, Cimarron, Columbia River, Countryside Woods, East Mill Plain, Fairway/164th, Fircrest, First Place, Fisher's Creek, Fisher's Landing East, Hearthwood, Landover-Sharmel, Lewis & Clark Woods, Mountain View, North Hearthwood, Northfield, Old Evergreen Highway, Parkside, Parkway East, Riveridge, Village at Fisher's Landing and Wildwood Neighborhood Associations. For contact information visit the neighborhood association webpage or <https://www.cityofvancouver.us/police/page/district-4-neighborhood-police-officer>

Volunteers in Police Service

Resident volunteers are an integral part of the community policing efforts of the Vancouver Police Department. The **Volunteers In Police Service (VIPS)** program offers a variety of ways in which adult community members can assist the department in its important public safety mission. Support Team volunteers help with special projects, assist with office/clerical work, provide tours of the precincts, deliver department mail, photograph events, and are compiling a history of the VPD.

Neighbors On Watch

Neighbors On Watch (NOW) patrol volunteers are specially trained in crime prevention and detection and assist the police department through observing and reporting suspicious or criminal activity. NOW volunteers patrol our city, canvass for missing children and vulnerable adults, search for stolen vehicles, and support the department's efforts to improve the quality of life in our neighborhoods.

It would be beneficial to have NOW volunteers representing every neighborhood association in the city. For more information on volunteer opportunities with the Vancouver Police Department, visit www.vanpolice.org, and select "Community Resources," then "Neighbors on Watch" or contact Volunteer Coordinator Jordan Macfarlane by phone at 360-487-7467 or e-mail jordan.macfarlane@cityofvancouver.us.

Please contact Jordan to schedule a "What's New with NOW?" presentation for your association meeting this year.

OTHER CRIME PREVENTION PROGRAMS – NEIGHBORHOOD WATCH

Our nation is built on the strength of our communities. Every day, we encounter situations calling upon us to be the eyes and ears of law enforcement. Not only does the Neighborhood Watch Program allow residents to help in the fight against crime, it is also an opportunity for communities to bond through service. To learn more about starting a Neighborhood Watch Program in your neighborhood go to www.nnw.org

Although the Vancouver Police Department can no longer provide resources to support the Neighborhood Watch Program, neighborhoods can still register on the Neighborhood Watch website and complete the steps to organize. Once that is done and the neighborhood wants to put up signage:

1. Neighborhood association can purchase neighborhood watch signs.
2. Neighborhood provides suggested locations to City of Vancouver Public Works (email erik.bjerke@cityofvancouver.us) for approval. Signs will be placed on existing city poles, no new poles will be installed.
3. Public Works staff will review/approve locations or suggest alternative locations, and submit a work order for installation.
4. Neighbors deliver the signs to Public Works Operations Center, 4711 NE Fourth Plain, Attn: Dale Netherda, for installation.

GUIDE FOR NEIGHBORHOOD TRAFFIC CALMING

Introduction

The City of Vancouver takes a coordinated approach to addressing neighborhood speeding and traffic issues when concerns are received from the community. Staff members from the Department of Public Works, Community and Economic Development, Vancouver Police Department, and Office of Neighborhoods will work together to help you find the best possible solutions to your speed and traffic concerns.

The City of Vancouver, working in conjunction with the Neighborhood Traffic Safety Alliance (NTSA), offers a Neighborhood Traffic Calming Program with tips and possible project opportunities for residents seeking to slow local traffic while creating a more livable community. This program has been set up with limited resources to allow residents to take the initiative when seeking traffic calming solutions while providing the most benefit for their neighborhoods and the community. Learn more at www.cityofvancouver.us/trafficcalmingprogram.

The Neighborhood Traffic Calming Program offers a step-by-step guide, which includes a toolbox of possible traffic calming methods, to help neighborhoods through the process for the Neighborhood Traffic Calming Program. City staff can assist project champions and help determine if a project is a good fit for the community and meets the basic threshold criteria for the program.

In the meantime, there are things you and your neighbors can do without spending a lot of money, to help slow local traffic. Here are several options that are available to you, along with a Community Engagement toolbox that can be used by the community to help improve neighborhood livability.

Things You and Your Neighbors Can Do

Talk with your Neighbors

Express your concerns to a neighborhood speeder and make a friendly request that the speeder drive more slowly. Contact Community Mediation Services for low cost assistance by phone at 360-344-5862, email cms.clarkcounty@gmail.com or visit www.mediationclarkcounty.org. Your Neighborhood Police Officer might also have some ideas about how to offer a friendly reminder to neighborhood speeders to obey the speed limits. See page 31 for more details.

Call the Vancouver Police Department Traffic Complaint Hotline: 360-487-7402

The Hotline is maintained by the Vancouver Police Department and allows residents to leave a recorded message on specific traffic concerns. Your detailed message should include your name, address, phone number and location of problem. This gives the officer the ability to follow-up and gather more information on the complaint if needed. Also, please provide detailed information as to the specific time and day of the week when you observe the most speeding (include a 30 minute to 1 hour window when the issue occurs).

Reserve the City's Radar Speed Trailer

The Speed Monitor Awareness Radar Trailer (SMART) is an educational device that shows drivers in real-time both their speeds and the City's speed limit. This is an awareness tool that can also help residents get a better understanding of traffic speeds in their neighborhood. The radar speed trailer is solar-powered and uses a radar gun to display speeds of passing vehicles.

The trailer is placed alongside the roadway, usually for one week from Monday to Friday. Visit www.cityofvancouver.us/SpeedTrailerRequest to make your request.

Become a SMART volunteer. Assist with deploying the speed trailer and help slow speeds in Vancouver. www.cityofvancouver.us/SMARTVolunteer.

Participate in your Neighborhood Association

Work with your Neighborhood Association to identify problem areas and concerns. It is important to document this in an official Neighborhood Action Plan. You might also find that other neighbors have similar concerns or possible solutions.

Paint a Street Mural

Street murals can help calm residential traffic by adding visual interest to a neighborhood street or intersection. Often, residents come together with an idea to paint a mural or design on the roadway as a way to promote a sense of community and ownership in the neighborhood. Learn more about the Street Mural program: www.cityofvancouver.us/publicworks/page/street-mural-program. City staff can help identify optional funding sources that may be available.

DISASTER PREPAREDNESS: MAP YOUR NEIGHBORHOOD

Disasters are major events that can strike anywhere and at any time. In a disaster, traditional 9-1-1 and First Responder capabilities such as fire, police, medics, and utility personnel will be overwhelmed and unable to immediately assist individuals and neighborhoods.

Preparing your neighborhood is vital. Neighbors will likely be the first ones to offer you assistance. Neighbors that are prepared are more effective in their response to a disaster and have an increased capacity to be self-sufficient for the first 72 hours after a disaster.

Map Your Neighborhood (MYN) is a program designed to help neighborhoods prepare for disasters, and provides excellent guidance on what to do next. MYN will help you to:

- Learn the **“9 Steps to Take Immediately Following a Disaster”** to secure your home and to protect your neighborhood. It is hard to think clearly following disaster and these steps will help you to quickly and safely take actions that can minimize damage and protect lives.
- Identify the **Skills and Equipment** each neighbor has that would be useful in an effective disaster response. Knowing which neighbors have supplies and skills helps your disaster response be timely, and allows everyone to contribute to the response in a meaningful way.
- Create a **Neighborhood Map** identifying the locations of natural gas and propane tanks for quick response if needed.
- Create a **Contact List** that helps identify those with specific needs such as elderly, disabled, or children who may be home alone during certain hours of the day.
- Work together as a team to evaluate your neighborhood during the first hour following a disaster and take the necessary actions.

For more information about Map Your Neighborhood, or to schedule a neighborhood presentation contact the Office of Neighborhoods at 360-487-8608, or neighborhoods@cityofvancouver.us.

Community Emergency Response Teams

The Community Emergency Response Team (C.E.R.T.) program is a Citizen Corps program under FEMA and the Department of Homeland Security that teaches disaster preparedness to citizens.

When first responders like the fire department are overwhelmed due to a significant earthquake, flood, or fire, trained CERT members act as an extension of first responder services by providing immediate assistance to victims until professional services can take over. CERT training is a 20+ hour class that teaches citizens to take care of their families and neighborhoods after a disaster strikes.

Topics taught include:

- Disaster Preparedness
- Basic fire suppression
- Disaster medical operations
- Light search and rescue
- Disaster psychology
- Organization and communications
- Terrorism awareness

Fire District 6 and the Vancouver Fire Department pool their resources to train citizens of all ages and backgrounds to assist in their neighborhood in the event of a disaster. Classes are held twice a year, in February/March and September/October. The class is held primarily on Thursday evenings and lasts about five weeks. There is a class fee of \$35 per person which covers the cost of a background check and all materials.

If you have any questions about the class or you would like more information visit www.ccf6.org/cert, or send an email to cert@ccf6.org.

URBAN FORESTRY PROGRAMS

The Urban Forestry Commission has a continuing commitment to its partnership with all of Vancouver's neighborhood associations. They serve the community by assisting in the development of policies and programs for managing the urban forest, the City's natural infrastructure. They developed a partnership with neighborhood associations to become more effective in communicating these opportunities and the services they may provide, such as:

- Educating the public on the benefits of trees
- Identifying participants for the Neighborhood Tree Stewards Program
- Assisting in the incorporation of urban forest and trees in neighborhood action plans
- Assisting in the writing and implementation of grants for tree planting or management
- Reviewing and responding to resident feedback on application of the Street Tree Ordinance and Tree Conservation Ordinance
- Expanding the Heritage Tree Program to include worthy candidates in your neighborhood
- Providing public outreach with basic tree care and tree selection information for residents
- Achieving other objectives as identified in the Vancouver Urban Forestry Work Plan

Every Vancouver neighborhood is assigned to a commissioner. To find the commissioner for your neighborhood, or for more information, visit <https://www.cityofvancouver.us/publicworks/page/urban-forestry-commission>. You could even invite them to your next neighborhood meeting!

Neighborhood Tree Stewards

Since 2001 the Neighborhood Tree Stewards Training has provided community members with the tools and resources they need to be active leaders and urban forest advocates in their neighborhoods. The Neighborhood Tree Stewards Training is a seven-session course during the early fall that covers general tree care, tree biology, tree identification, urban forest management and policy, and much more.

No previous experience is needed to become a Neighborhood Tree Steward, but you do need a passion for trees, a desire to learn and the commitment to help. Past Tree Steward graduates have gone on to plant, prune, and advocate for trees, while educating members in their community about the importance of the urban forest.

To become your neighborhoods Tree Steward, contact Urban Forestry at urbanforestry@cityofvancouver.us or 487-8308, or find us online at www.cityofvancouver.us/urbanforestry.

Friends of Trees Neighborhood Plantings

Friends of Trees is a nonprofit whose mission is to bring people together to plant and care for city trees and green spaces in Pacific Northwest communities. The City of Vancouver has partnered with Friends of Trees (FOT) to increase our City's tree canopy. Through the FOT Neighborhood Trees program, Vancouver households can buy discounted street and yard trees to plant at a weekend planting with their neighbors. Each year, FOT hosts four neighborhood tree plantings in Vancouver, with one planting per season for each neighborhood grouping: southeast, central, west and northeast.

When planting a tree with Friends of Trees, in addition to supplying the tree, they also provide designated staff support, utility locates, planting materials, hole digging, tree delivery, follow up summer tree inspections, and more. You will be asked to help support the planting by volunteering. Volunteer roles include day of help (helping to plant trees, driving your truck to transport trees to homes during the planting, helping register volunteers in the a.m., helping with set up or clean up), help over the summer (follow up trees inspections over the summer), and/or making a food donation for a planting event.

To learn more about planting or volunteering with Friends of Trees, contact Vancouver@friendsoftrees.org or 360-487-8324, or find them online at www.friendsoftrees.org.

Treefund: Vancouver's Tree Refund Program

Every tree planted in Vancouver increases neighborhood livability, adds to the values of our homes, decreases stormwater runoff, and reduces our energy costs. The 2011 city of Vancouver tree canopy study found a loss of almost 300 acres of tree canopy on residential property in just seven years. Two-thirds of Vancouver is privately owned or managed, and it's where there is the greatest potential to grow.

The Treefund program encourages the planting of quality trees that will benefit our community long into the future. Treefund is made possible by the City Tree Account, where donations, penalties and mitigation funds are deposited so that trees can be planted throughout the city. No General Fund monies are allocated to this program.

Plant a tree and receive a 50 percent refund, up to \$50, for up to 5 trees per lot. Existing or new City of Vancouver Utility eBilling customers can receive up to \$100 back on your first tree, up to the cost of the tree.

For a complete list of eligible trees and information on how to apply for a refund, go to www.cityofvancouver.us/UrbanForestry, or contact 487-8308 or urbanforestry@cityofvancouver.us.

Tree Permits

To maintain a healthy urban forest and quality of life in Vancouver, the City of Vancouver enforces Street Tree (VMC 12.04) and Tree Conservation (VMC 20.770) Municipal Codes to prevent the unnecessary removal and destruction of trees. Call Urban Forestry before beginning any major tree work to check if permits are required. Visit www.cityofvancouver.us/urbanforestry for more information and downloadable permit applications. Contact Urban Forestry at (360) 487-8328 if you have questions about Street Tree Permits or Private Tree Permits.

VOLUNTEER PROGRAMS

The City of Vancouver encourages an active and involved community. When community members volunteer, the community is changed for the better and volunteers often find that they “get more than they give” when they provide service. Whether it’s picking up litter, serving on a board or commission, supporting law enforcement, planting trees, helping at a special event or educating the community on fire prevention there is a place for you. The City of Vancouver welcomes volunteers for one-time events, as well as those who would like to donate their time on a regular basis.

To view a complete list of volunteer programs visit www.cityofvancouver.us/volunteer or call 360-487-8344.

Here is a sampling of volunteer opportunities in Vancouver:

[Adopt-A-Park](https://www.cityofvancouver.us/parksrec/page/adopt-park) Volunteers can help make an ongoing commitment to keep parks looking their best by “adopting” the park of their choice. Participants rake leaves and wood chips, pick up litter, clean equipment, remove weeds and invasive plants, and work on other projects.

<https://www.cityofvancouver.us/parksrec/page/adopt-park>

[Annual Trail User Count](https://www.cityofvancouver.us/parksrec/page/annual-trail-count) Each year we participate in the National Bicycle and Pedestrian Documentation Program. The data we collect helps us develop our future plans and budgets to best serve community interest and needs. <https://www.cityofvancouver.us/parksrec/page/annual-trail-count>

[Boards and Commissions](https://www.cityofvancouver.us/boardsandcommissions) These ongoing volunteers are citizens who provide decision support and lead the future of our community through service on one of several different boards.

<https://www.cityofvancouver.us/boardsandcommissions>

[Cemetery Stewards](https://www.cityofvancouver.us/publicworks/page/cemetery-stewards) These ongoing volunteers may volunteer together or individually in one of the three City owned cemeteries. Volunteers will help with a large variety of tasks that might include weed and litter removal, headstone trimming and cleaning.

<https://www.cityofvancouver.us/publicworks/page/cemetery-stewards>

[Child Watch Volunteers](https://www.cityofvancouver.us/parksrec/page/child-watch-volunteer) Make a lasting impact in the lives of little ones, ages 3 months to 10 years old, while their parents enjoy Firstenburg Community Center.

<https://www.cityofvancouver.us/parksrec/page/child-watch-volunteer>

[Fifty and Better Enrichment Volunteer Programs](https://www.cityofvancouver.us/parksrec/page/fifty-and-better-enrichment-volunteer) Enrichment volunteers allow Vancouver Parks and Recreation to offer a variety of diverse programs to our Fifty and Better community by acting as class instructors, committee members, club leaders and

more. <https://www.cityofvancouver.us/parksrec/page/fifty-and-better-enrichment-volunteer>

[Fifty and Better Travel Driver](https://www.cityofvancouver.us/parksrec/page/50-travel-driver) Drivers plan routes for all of our 50+ Travel Program day-trips. This is a great opportunity to meet new people, have fun and explore the Pacific Northwest.

<https://www.cityofvancouver.us/parksrec/page/50-travel-driver>

[Fire Corps](https://www.cityofvancouver.us/fire/page/fire-corps) Ongoing volunteers help with fire prevention education at a wide variety of community venues and in neighborhoods. <https://www.cityofvancouver.us/fire/page/fire-corps>

[Forever Young Hike Volunteer Guides](https://www.cityofvancouver.us/parksrec/page/forever-young-hike-guides) Volunteer guides lead hikes and help Forever Young Hike program participants and staff by researching, planning and leading new hikes and evaluating trails. <https://www.cityofvancouver.us/parksrec/page/forever-young-hike-guides>

[Front Desk Assistant - Firstenburg](https://www.cityofvancouver.us/parksrec/page/firstenburg-front-desk-assistant) Front Desk Assistants play an important role at our community centers, greeting and helping passholders and visitors. In this role you may check out equipment, assist with lost and found and check in patrons for swim lessons. <https://www.cityofvancouver.us/parksrec/page/firstenburg-front-desk-assistant>

[One day events](http://www.cityofvancouver.us/volunteercalendar) Just want to volunteer for a few hours? Visit our calendar of events to learn about one of the many volunteer events offered by the City of Vancouver. www.cityofvancouver.us/volunteercalendar

[Scouts Special Projects](https://www.cityofvancouver.us/parksrec/page/scouts-special-projects) We collaborate with local scouts as they work towards their Eagle Scout Award or Girl Scouts Gold Award. Available projects involve our parks, trails and green spaces. <https://www.cityofvancouver.us/parksrec/page/scouts-special-projects>

[SMART](https://www.cityofvancouver.us/publicworks/page/speed-monitor-awareness-radar-trailer-volunteer-information) Speed Monitor Awareness Team. These ongoing volunteers help to slow down neighborhood traffic. Volunteers place the speed trailer on a Monday or Friday in teams of two. <https://www.cityofvancouver.us/publicworks/page/speed-monitor-awareness-radar-trailer-volunteer-information>

[Urban Forestry](https://www.cityofvancouver.us/publicworks/page/neighborhood-tree-stewards-program) Help to plant, prune, and improve the health of trees during a one day project or on an ongoing basis. The Tree Stewards training is a great opportunity to learn and share your tree knowledge with the community. <https://www.cityofvancouver.us/publicworks/page/neighborhood-tree-stewards-program>

[VINE Squad](https://www.cityofvancouver.us/parksrec/page/vine-squad) Invasive plants are prolific in many parks and public spaces. Each summer the City and County partner to provide opportunities for residents to remove invasive plants in parks. <https://www.cityofvancouver.us/parksrec/page/vine-squad>

[Volunteers In Police Service](https://www.cityofvancouver.us/police/page/neighbors-watch-now-program) Ongoing volunteers help in a support role or with the Neighbors on Watch team. The NOW team is robust group of volunteers who act as eyes and ears to the Vancouver Police Department. <https://www.cityofvancouver.us/police/page/neighbors-watch-now-program>

[VolunTOUR](https://www.cityofvancouver.us/cmo/page/community-voluntour-program) This program combines education and short term service. Following the school year schedule The City and County partner and volunteers go to a large variety of project locations to help in various capacities. <https://www.cityofvancouver.us/cmo/page/community-voluntour-program>

[Water Resources Education Center](https://www.cityofvancouver.us/publicworks/page/volunteerwork-us) Volunteers may help as educators or in one of the many outdoor spaces around the center. <https://www.cityofvancouver.us/publicworks/page/volunteerwork-us>

[Youth Sports League Volunteer Coaches](https://www.cityofvancouver.us/parksrec/page/youth-sports-league-volunteer-coaches) Make a lasting impact in the lives of young athletes! Educate youth sports league participants in the fundamentals of the game. Conduct one practice per week throughout the season and attend all meetings, practices and games.

<https://www.cityofvancouver.us/parksrec/page/youth-sports-league-volunteer-coaches>

[Volunteer Organizations in Vancouver](https://www.cityofvancouver.us/cmo/page/volunteer-organizations-vancouver) There are hundreds of organizations doing good work in our community. Learn more about some of these different organizations and help them make our community a wonderful place to work, live and play! <https://www.cityofvancouver.us/cmo/page/volunteer-organizations-vancouver>

WATERSHED ALLIANCE OF SW WASHINGTON – GRANTS FOR NEIGHBORHOODS

Each year, the Watershed Alliance of SW Washington provides micro-grants to our City of Vancouver Neighborhood Associations.

Neighborhoods can apply for grants of up to \$2,000. A community member can apply on behalf of the Neighborhood, but the grant agreement and funds are processed between the Neighborhood and the Watershed Alliance.

Grant Requirements:

- Supported by a Neighborhood Association and within City limits
- Have a benefit to a larger audience/general public
- Neighborhood is able to meet the 1-to-1 match requirement, either as cash, in-kind contributions or volunteer time
- Grants cannot fund tools, benches, or removable items
- Grants cannot fund maintenance

Examples of grants that have been funded in the past are: Friends of Trees planting events, invasive tree removal (Tree of Heave or Black Locust), street murals, nature-play areas, dog waste stations, native plant installation and more. All projects need to enhance the neighborhood's sustainability through on-the- ground work or education.

Grants will be awarded on an ongoing basis as long as funds are available. Grant applications will be considered in the order that they are received.

To apply, go the www.thewatershedalliance.org/grants for more information on the Neighborhood Grants Program.

HOMEOWNER'S ASSOCIATION VS. NEIGHBORHOOD ASSOCIATION

What is a Homeowner's Association?

A homeowner's association is a type of association that in Washington is governed by a specific part of the state statutes, [Chapter 64.38 RCW](#). Its members must have an obligation to pay property taxes by virtue of their membership in the association or ownership of real estate (other than a condominium).

Homeowner's associations are ordinarily authorized to be formed by the covenants, conditions and restrictions (CC&R's) that apply to a given subdivision. The association is ordinarily authorized to enforce restrictive covenants, collect assessments/dues to perform various types of maintenance on the properties in the subdivision, etc.

Homeowner's associations can sue, be sued and incur debt. In short, their actions can open officers and members to liability.

The Southwest Washington Lawyer referral service through the Clark County Bar Association may be a resource. Their phone number is 360-695.0599.

What is a City Recognized Neighborhood Association?

A neighborhood is a section of a city with a common identity. Neighborhood associations offer a place to meet your neighbors, exchange information, create projects and priorities, propose solutions, and have fun.

A neighborhood association is formed based on the needs and desires of its residents and participation by the neighbors is completely voluntary. The association will give residents a forum to discuss common concerns and to brainstorm possible solutions. Some potential outcomes may be: improved street lighting, bike paths, sidewalks, traffic calming devices, parks and open spaces, zoning and land-use planning, park amenities, beautification projects and neighborhood cleanups. Many neighborhood associations have summer picnics, holiday parties and other special events in order to have fun as well as to keep the lines of communication open with their neighbors.

Recognized neighborhood associations give residents a voice and an advocate. Neighborhood associations greatly improve the two-way communication between the city and its residents. Your neighborhood will have a clear, organized way to speak to city government so that your voice will be heard by elected officials and city departments. You will be put in touch with people who live near you and share the fondness and frustrations of your area.

Organizing opens the door to increased communications with city government. Neighborhood association leaders receive weekly mailings of what City Council is working on and what other city neighborhood associations' priorities and plans are. This increased communication can be a resource for upcoming meetings or other community opportunities.

Once the residents of your area form an association and are recognized by City Council, your neighborhood may participate at a variety of levels. The city takes pride in partnering with its' neighborhoods. Through a collaborative effort, our city becomes more economically efficient and residents have an increased interest and trust in government.

APPENDIX A: NEIGHBORHOOD ASSOCIATIONS ORDINANCE (VMC 2.75)

Chapter 2.75

NEIGHBORHOOD ASSOCIATIONS

Sections:

| | |
|-----------------|---|
| 2.75.010 | Findings |
| 2.75.020 | Definition |
| 2.75.030 | Authority to form -- Council to Consider Recommendations |
| 2.75.040 | Bylaws |
| 2.75.050 | Membership |
| 2.75.060 | Boundaries |
| 2.75.070 | Funding |
| 2.75.080 | Functions of Neighborhood Associations |
| 2.75.090 | Accountability |
| 2.75.100 | Mutual Responsibilities |
| 2.75.110 | Office of Neighborhoods |
| 2.75.120 | Review |

Section 2.75.010 Findings

The city council of the City of Vancouver finds that there is a need to maintain strong channels of communication with the citizens of Vancouver on matters affecting the livability of their neighborhood and the community in general. It is the intent of the city council, through the recognition of neighborhood associations, to foster a partnership of open communication between the city and its neighborhoods; to enhance the environment in which citizens are afforded an opportunity to participate in government decisions in an advisory role; to foster cooperation and consensus among diverse interest; to assist the city and neighborhood residents in developing solutions to mutual problems; and to develop in the citizens a sense of personal pride and responsibility for their neighborhood. The city council has recommended that a plan be developed for recognizing neighborhood associations and to establish mechanisms for consulting with such organizations on policies, projects, etc.

(M-3696, Added, 03/21/2005, Sec 1)

Section 2.75.020 Definition

A neighborhood association is a group of residents, property owners, businesses and non-profit organizations within the boundaries established by the affected residents, property owners, businesses and non-profits of the "neighborhood" for the purpose of considering and acting upon a broad range of issues affecting their neighborhood's livability and to foster open communication and partnership with the city.

(M-3696, Added, 03/21/2005, Sec 1)

Section 2.75.030 Authority to form -- Council to Consider Recommendations

The residents, property owners, and representatives of businesses and non-profit organization of any city area not recognized currently may form such an association. Associations seeking formal recognition by the city may make written request to the Office of Neighborhoods for formal recognition as a neighborhood association under the provisions of this chapter. Upon receipt of application of an association, city staff shall issue a report and recommendation to the city council. Recognition of a neighborhood association shall be done by council resolution.

Prior to requesting recognition, a neighborhood association shall hold one or more meetings open to the

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public with adequate notice for the purpose of gathering information, approving bylaws, boundaries, officers and a name for the association. Adequate notice means mailing notices or hand-delivering flyers and posting of signs in prominent locations throughout the neighborhood at least five business days prior to the meeting date.

When making decisions and deliberating official city business, council will consider the recommendations of affected neighborhood associations that have been officially recognized by council. (M-3696, Added, 03/21/2005, Sec 1)

Section 2.75.040 Bylaws

In order to be recognized, each neighborhood association shall adopt bylaws which will at a minimum include rules governing process and procedure for:

- a. Election and term of officers;
- b. Information presented to the neighborhood membership, government and/or the general public; membership and voting requirements;
- c. Establishing neighborhood boundaries which shall be substantially within the city or its urban growth area;
- d. Frequency of meetings which shall be at least once per year and provisions for the holding of special meetings with appropriate notice; and
- e. Management of the neighborhood finances and records, including but not limited to maintenance of meeting sign-in sheets.

The initial bylaws shall be presented to the city council as part of the official recognition process by city council, in accordance with VMC 2.75.030, and shall be signed by all elected officers and filed with the Office of Neighborhoods. Any bylaw changes must also be filed in writing with the Office of Neighborhoods within 60 days of the revision. (M-3696, Added, 03/21/2005, Sec 1)

Section 2.75.050 Membership

The membership of neighborhood associations shall include all residents, property owners, business licensees, and representatives of non-profit organizations within the neighborhood boundaries. All members of the neighborhood association may actively participate in neighborhood events, activities and meetings exercising voting rights pursuant to the bylaws, without regard to race, national origin, religion, sex or physical ability. The neighborhood association will be responsible for maintaining sign-in sheets and other records as required by the neighborhood association bylaws. (M-3696, Added, 03/21/2005, Sec 1)

Section 2.75.060 Boundaries

Boundaries of associations will be defined by the association membership with assistance from city staff and may not overlap other city neighborhood association boundaries. Boundary changes may occur after residents in the affected area are given notice and the opportunity to vote as prescribed by the neighborhood association's bylaws. The Office of Neighborhoods must be notified about any changes to

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neighborhood boundaries in writing within a reasonable time period. City council and relevant city departments will be made aware of neighborhood boundary changes by the Office of Neighborhoods. (M-3696, Added, 03/21/2005, Sec 1)

Section 2.75.070 Funding

Membership fees shall be voluntary and shall not bar any resident from neighborhood association membership or voting privileges. Voluntary dues, contributions, contracts, grants or subscriptions may be used by a neighborhood association as provided for in the neighborhood association's bylaws, as well as any applicable public funding requirements.

(M-3696, Added, 03/21/2005, Sec 1)

Section 2.75.080 Functions of Neighborhood Associations

Neighborhood associations are private organizations. Although the city may provide grants and other limited forms of financial aid to officially recognized neighborhoods, neighborhood associations are not considered agencies or appendages of the city. The responsibilities of a recognized neighborhood association include, but are not limited to:

- a. Becoming a self-sustaining organization that will further the purpose and intent of this chapter.
- b. Making a good faith effort to recruit a diverse and representative group of residents, property owners, and business and non-profit representatives to participate in and perpetuate the governance and operation of the neighborhood association.
- c. Providing effective community participation in government by articulating, defining, and addressing neighborhood problems; by advising, consulting with, and cooperating with the various city departments and council and by notifying and relaying information to residents, property owners, business and non-profit representatives and their assigned city liaison regarding matters that affect their respective neighborhoods.
- d. Providing community input on the efficiency and effectiveness of the city's delivery of services. Making recommendations concerning particular actions, policies, plans, programs, projects, and other matters to the city council and to any city department or commission affecting the livability of the neighborhood, including, but not limited to, land use, housing, community facilities, human services, social and recreational programs, open space and parks, traffic and transportation, environmental quality, and public safety.
- e. Establishing and following clear processes for reporting the association's position on matters affecting their respective neighborhoods to the city as further described in section 2.75.090 subsection (b).
- f. Assisting city staff in determining priority needs affecting the quality of life for the neighborhood and the overall community;
- g. Undertaking and managing projects to benefit the neighborhood association as may be agreed upon by the neighborhood association membership or contracted with the city and/or other public agencies.
(Ord. M-1587 Sec 1 [Ex "A"] {part} 1975)
- h. Maintaining current board rosters and providing the Office of Neighborhoods with the names and

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addresses of each of the officers on their board who will receive all notices and other mailings from the city.

(M-3696, Added, 03/21/2025, Sec 1)

Section 2.75.090 Accountability

A. Neighborhood associations shall be accountable to the membership of the neighborhood which they represent. They shall be responsible for notifying the membership about meetings, elections, and other association events. All meetings of a neighborhood association of its board shall be open to the public. A neighborhood association shall make a good faith effort to seek the views of the people affected by proposed policies or actions and shall consider all proposed options before adopting any final recommendations or actions. Officers will serve as liaison between city staff and the neighborhood association, and shall be elected by the neighborhood association membership.

B. All recognized neighborhood associations shall establish procedures through the adoption of bylaws which shall at a minimum provide that the general membership of such association have the ability to register support or opposition to any issue or proposed city action including, but not limited to holding of a special meeting if necessary to address such issue or action. When a neighborhood association presents its official position on an issue or proposed action to the city, it shall identify the date of the general membership meeting, and the vote tally for and against the position asserted by the association.

The consensus view of a dissenting minority or minorities on any issue considered shall be recorded and transmitted along with any recommendations made by a neighborhood association by the city.

C. VMC 20.180.060 provides for a reduced land use appeal fees for a recognized neighborhood association. In order to qualify for this reduced fee, the neighborhood association must be in compliance with this chapter including but not limited to the provisions of subsection (b) above and all applicable policies and procedures adopted by the city's planning agency. Provided, that if a neighborhood association officer files a timely appeal, the neighborhood association shall have a period of up to thirty (30) days thereafter to comply with the requirements of this chapter. Failure to comply will result in denial of the appeal and forfeiture of the fee.

D. Nothing in this chapter shall be considered as a limitation of any citizen's rights to participate directly in the decision-making process of the city government.

(M-3696, Added, 03/21/2005, Sec 1)

Section 2.75.100 Mutual Responsibilities

A. Notices and Public Information

1. Neighborhood associations and city departments shall undertake to notify neighborhood residents and entities through the officers of the neighborhood association on policy or administrative decisions pertaining to a specific neighborhood.

2. All neighborhood associations, regardless of their legal status shall abide by the Washington State laws regulating open meetings and public disclosure to all information not protected by the right of personal privacy in order to maintain official neighborhood recognition by the city council.

B. Planning.

Vancouver Municipal Code

1. Neighborhood associations and city departments shall include each other in all planning efforts which affect neighborhood livability.
2. Prior to final action being taken on any comprehensive plan amendment located within or adjacent to a recognized neighborhood association, notice to such amendment shall be sent to the affected neighborhood chair in addition to other legal notice procedures.
3. City departments and neighborhood associations shall cooperate in seeking outside sources of funding when appropriate for neighborhood projects.
(M-3696, Added, 03/21/2005, Sec 1)

Section 2.75.110 Office of Neighborhoods

- a. The Office of Neighborhoods shall consist of professional staff that provide technical assistance on a variety of issues, including, but not limited to, neighborhood action planning, grant opportunities, outreach and communication, city liaison program, leadership training, and other ongoing programs.
- b. Functions. In order to facilitate community participation and improve communication, the Office of Neighborhoods may assist neighborhood associations and citizens within the Urban Growth Boundary and city departments in the following ways:
 1. Notify interested persons of meetings, hearings, and other community events;
 2. Provide for the sharing of information and maintain reports, studies, data sources and other neighborhood related information;
 3. Provide referral services;
 4. Maintain an up-to-date list of neighborhood associations and their principal officers;
 5. Assist neighborhood associations to become officially recognized by the city council and help rejuvenate activity in less active neighborhoods when appropriate;
 6. Assist in reproducing neighborhood newsletters when written material is supplied by the neighborhood association;
 7. Act as liaison between neighborhood associations and city departments, and help facilitate processes for citizen involvement;
 8. Assist in contacts with other public agencies;
 9. Assist in educational efforts relating to citizen participation;
 10. Assist neighborhood associations in securing funding resources when appropriate.
 11. Provide information to assist neighborhood associations with the development, implementation and maintenance of their Neighborhood Action Plans.
 12. Coordinate the Neighborhood City Liaison program and serve as a resource to the city staff person appointed and the individual neighborhood association in maintaining a strong, effective partnership.

Vancouver Municipal Code

13. Provide and implement a review process for compliance of all neighborhood associations as set forth in this chapter.

14. Provide reference material to neighborhood associations related to compliance with this ordinance, including but not limited to, Washington State laws regulating public meetings and public disclosure.

(M-3696, Added, 03/21/2005, Sec 1)

Section 2.75.120 Review

The Office of Neighborhoods may at least annually perform a review of any and all Neighborhood Associations for the purpose of determining an association's compliance with this chapter. Such review shall be conducted as follows:

a. **Dormant Status Review:** All recognized associations are required to submit evidence to the Office of Neighborhoods that at least one general membership meeting has been held each calendar year, including a current list of elected officers. Any recognized neighborhood association failing to meet these requirements may fall under dormant status. Recognized neighborhood associations in dormant status shall be removed from all official city mailing lists and will lose the opportunity to receive certain notifications as described above, until such time as they re-activate their status by providing evidence of a general membership meeting and a current list of elected officers. Notice of the dormant status determination shall be mailed to the last provided list of elected officers and reported to the media for public awareness.

b. **Compliance Review:** All neighborhood associations are required to comply with the terms and conditions set forth in this chapter in order to benefit from official recognition by the city. Failure to do so may result in the association's loss of official recognition by the city.

If the city receives a complaint that a neighborhood association has failed to comply with this chapter, the Office of Neighborhoods shall conduct a fact-finding study and attempt to resolve the complaint directly with the complainant and the association. If the complaint remains unresolved and the Office of Neighborhoods makes an initial determination that the neighborhood association is out of compliance with this chapter, the complaint will be submitted to the City's Hearing Examiner for review.

1. **Hearings Examiner Review:** The Officer of Neighborhoods shall submit a complaint along with all documents prepared by it in connection with the complaint to the City's Hearing Examiner. Subject to a public hearing, the Hearings Examiner shall have the authority to reverse, affirm, or modify the initial determination of the Office of Neighborhoods. The Hearings Examiner shall have the authority to recommend that the city council adopt a resolution withdrawing recognition of the neighborhood association and removing the association from all official mailing lists.

a. All complaints received shall be scheduled for hearing within 60 days from receipt of the complaint by the Hearings Examiner. Further extensions are permitted under mutual agreement of the parties.

b. Notice of the Hearings Examiner review shall be mailed to the complainant as well as the current neighborhood association officers or board members on record with the Office of Neighborhoods.

c. Hearings shall be open and public and shall allow for testimony on all relevant aspects of the proposed action and applicable policies and standards.

Vancouver Municipal Code

d. The Hearings Examiner may establish time limits on testimony or other additional rules regarding the conduct of the hearing and shall administer oaths to any person testifying.

e. Notice of the Hearings Examiner's decision or recommendation shall be mailed to the complainant as well as the association's officers or board of directors on file with the Officer of Neighborhoods.

f. The decision or recommendation of the Hearings Examiner may be appealed, by either the complainant or the neighborhood association and will be submitted to the city council for review. An appeal of the Hearing Examiner's decision shall be in writing and set forth the specific provisions of the decision being appealed. Written appeals must be received by the Office of Neighborhoods within fourteen (14) days of the date of the written decision of the Hearing Examiner.

g. Any decision, not appealed within the required time limit as set forth in section (f) above shall be considered final and binding.

2. City Council Appeal/Review: Upon receipt of the Hearing Examiner's decision or recommendation, the Office of Neighborhoods, shall forward the Hearings Examiner's written decision or recommendation and the record of the hearing to city council. Upon receipt of the Hearing Examiner's decision, the city council shall conduct a public hearing, within a reasonable time. The council shall have the authority to adopt, amend, or reverse the findings of the Hearings Examiner. The decision of the council shall be a final and binding decision which will be set forth in the form of a council resolution.
(M-3696, Added, 03/21/2005, Sec 1)

APPENDIX B: TIPS FOR NEIGHBORHOOD ASSOCIATION: HOW TO REPORT A POSITION TO CITY COUNCIL



TIPS FOR NEIGHBORHOOD ASSOCIATIONS

How to report a position to City Council or a Board/Commission

- To report a Neighborhood Association's (NA) support or opposition to any issue or proposed City action affecting the neighborhood, review Vancouver Municipal Code (VMC) 2.75.080(e), 2.75.090(B)), and your NA's bylaws.
- Add agenda item to the NA's general meeting or set up a special meeting to address the issue or action.
- Notify NA membership of the meeting(s), which are to be open to the public (VMC 2.75.090(A)). Make sure the meeting has a quorum, if required in the NA bylaws.
- Make a good faith effort to seek the views of the people affected by the issue before forming a recommendation or action (VMC 2.75.090(A)). Consider inviting city staff to attend the meeting to provide information on the issue. Allow for robust discussion and work to define the problem and identify possible solutions.
- Provide NA membership the ability to register support or opposition to the issue or proposed City action (VMC 2.75.090(A)). Make sure the motion is straightforward and easy to understand. Take a formal vote. Record the number of votes for/against the position.
- When drafting the NA testimony on its position on an issue, identify the date of the general or special membership meeting, and the vote tally for and against the position by the NA.
- The consensus view of a dissenting minority or minorities on any issue should also be recorded and included in any NA testimony (VMC 2.75.090(B)).
- Provide the NA's written testimony to City Council or the appropriate Board or Commission in advance of any public hearing. Also provide a copy of the NA testimony to the appropriate City staff.
- Testimony may also be presented orally at a Council meeting. In addition, provide 10 copies of the testimony in written form (for Council, staff and the record.) Identify one person as the spokesperson to represent the NA, or coordinate testimonies of several spokespeople to speak on different aspects of the issue. Include in a clear description of what the NA identified as the problem, and provide a suggested or desired solution if possible.
- Council will consider the recommendations of **affected** neighborhood associations that have been officially recognized by Council. (VMC 2.75.030)
- This process should not limit any individual citizen's rights to participate directly in the decision-making process of City government. (VMC 2.75.090(D)).

City Council emails can be found here:

www.cityofvancouver.us/citycouncil

Boards and Commissions info can be found here:

www.cityofvancouver.us/boardsandcommissions

Questions? Contact the Office of Neighborhoods

Email: neighborhoods@cityofvancouver.us

Phone: (360) 487-8608

APPENDIX C: PARLIAMENTARY PROCEDURE TIP SHEET

Parliamentary Procedure Tip Sheet

Courtesy of Kelly Sills, Clark County

Main Motion:

1. A member must be recognized by the Chair in order to make a motion.
2. Requires a second.
3. Once seconded, the motion is "on the floor" for discussion. The Chair restates the motion prior to allowing discussion to ensue.
4. Requires simple majority for approval.

Debate/Discussion:

1. Once a motion is on the floor, if no one offers to discuss then the Chair immediately proceeds to a vote.
2. The person who moved the motion has the right to speak first after the Chair's call for discussion. The Chair must recognize that person first.
3. A member may only speak twice to a motion. The second chance to speak to a motion can occur after everyone speaks for the first time.

Closing Debate/Discussion:

1. A common mistake Chairs make is to close discussion.
2. The Chair does not have authority to close discussion on a motion.
3. Discussion is closed either through a lack of further member comments, or a successful calling of the question.
4. When a debate appears to the chair to be finished, he/she should inquire, "Are you ready for the question?"

Limiting Time of Debate/Discussion:

1. Requires a second.
2. Acted upon immediately and is not debatable.
3. Can not apply to anything but the motion before the Board at that time.
4. It is amendable.
5. Requires a 2/3 majority for approval.
6. If successful, the effect is to limit discussion to a certain time period (e.g., 30 minutes) including the main motion & amendments.

Amendment of a Main Motion:

1. Requires a second.
2. It is amendable (but the amendment of an amendment is not amendable; see Amendment of an Amendment below).
3. Can (1) add words, (2) strike words, and/or (3) substitute new language to the main motion.
4. Requires simple majority for approval.

Amendment of an Amendment:

1. Requires a second.
2. It is not amendable; that is, a first motion to amend is amendable, but an amendment to an amendment (amendment of the second degree) is not amendable.
3. Can (1) add words, (2) strike words, and/or (3) substitute new language to the first amendment motion.
4. Requires simple majority for approval.

Reconsidering an Approved Motion:

1. Requires a second.
2. If seconded, it must be acted upon immediately.
3. It is not amendable, cannot be tabled indefinitely, and it cannot be referred to a committee. May only be made during the same meeting at which the previous motion was approved.
4. This motion may be made while any other question is pending, even if it means interrupting a member who has the floor.
5. The motion to reconsider is debatable so long as the action being reconsidered was debatable. If the action being reconsidered was not debatable, then the motion to reconsider is likewise not debatable.
6. Only requires a simple majority to pass, regardless of the vote necessary to adopt the action being reconsidered.
7. If the motion to reconsider is lost it cannot be repeated.
8. If successful, the effect is to place before the Board the original question in the exact position it occupied before it was

voted upon (including any amendments it had).

9. A motion to reconsider provides a means of correcting (at least on the day on which it occurred) Board errors due to hasty action.

Rescinding an Approved Motion:

1. Requires a second.
2. Requires a 2/3 majority to pass.
3. Must be noticed at the previous meeting, or called for as part of the agenda for the current meeting, that a motion for rescission of an approved action will be considered by the Board.
4. Cannot be made during the same meeting at which the original motion was approved (a motion to reconsider is used in that case).
5. It is debatable.
6. It is amendable.

Tabling a Motion:

1. Requires a second.
2. Acted upon immediately and is not debatable.
3. Can not apply to anything but the motion before the Board at that time.
4. Is not amendable.
5. Requires a simple majority for approval.
6. If successful, the effect is to table a motion until the next regular meeting of the Board.

Taking a Motion from the Table:

1. Requires a second.

Calling the Question:

1. Requires a second.
2. Acted upon immediately and is not debatable.
3. Is not amendable.
4. Requires a 2/3 majority for approval.
5. If successful, the effect is to end all debate on the motion before the Board and force a roll call vote.
2. Acted upon immediately and is not debatable.
3. It is not amendable.
4. Can not apply to anything but the previously tabled motion.
5. Requires a simple majority for approval.

Tabling a Motion Indefinitely:

1. Requires a second.
2. Acted upon immediately and is not debatable.
3. Can not apply to anything but the motion before the Board at that time.
4. It is not amendable.
5. Requires a simple majority for approval.
6. If successful, the effect is to table a motion until such time, subsequent to the current meeting, that a member of the Board moves, has seconded, and has approved (simple majority) a motion to retrieve the item from the table.
7. The object of this motion is not to postpone, but to reject the main motion without incurring the risk of a direct vote on it.

Referring a Motion to a Committee:

1. Requires a second.
2. It is debatable (not the main motion, only the motion to refer to a committee).
3. It is amendable.
4. Requires a simple majority for approval.
5. Takes precedence over motions to amend and to table.

Withdrawing a Motion:

1. May be made at any time before a vote on the motion has occurred. Requires a second.
2. It is not debatable.
3. It is not amendable.
4. Requires a simple majority for approval.

Voting:

1. The Chair restates the question immediately prior to the vote.
2. The Chair calls for the yes votes and counts.
3. The Chair calls for the no votes and counts.
4. A roll call vote (otherwise known as a "rising vote") is required for any motion which requires a 2/3 majority to pass, or when a voice or show of hands vote produced an inconclusive result.
5. A motion fails on a tie vote.
6. Abstentions are treated as a non-vote (that is, as if a member were absent).
7. The Chair may vote (as well as make

motions and speak on behalf of one side or the other).

Point of Order:

1. Does not require a second.
2. Can be made even when it interrupts the speech of another member.
3. Cannot be debated or amended.
4. Must be decided by the Chair without debate.
5. Upon announcing his/her decision, the Chair should explain the reasons for the decision.
6. The decision by the Chair may be appealed by two members, one appealing and the other seconding the appeal, and then entering debate and voting as a Board on the decision (simple majority for approval).
7. If the Chair is in doubt and chooses to submit the question to a vote of the Board, then it does become a debatable issue (simple majority for approval).

2. No second needed to nominate someone.
3. Motion/second needed to close, and a 2/3 vote.
4. Open discussion upon closure of nominations.
5. Vote; nominee with most votes is appointed

Adjournment:

1. Requires a second.
2. Acted upon immediately and is not debatable.
3. Is not amendable.
4. If the meeting is, in effect, the last regular meeting of the Board, then the motion to adjourn should be treated as any other main motion and debate, amendments, etc. allowed.
5. The motion to adjourn may not be made when another motion is already on the floor.
6. Even though the motion to adjourn is not debatable (except as noted in item 4 above) the chair has the right to inform the Board about any business requiring attention before adjournment. If the chair feels an item must be attended to before the Board adjourns, he/she can request that the mover withdraw the motion to adjourn.
7. A motion to adjourn requires a simple majority vote for approval.

Nomination Procedure:

1. Chair opens nominations.

APPENDIX D: PICNIC EQUIPMENT REQUEST FORM



Picnic Equipment Reservation Form

| | |
|---|--|
| Today's Date: | |
| Neighborhood Association: | |
| Date of Picnic: | |
| Location of Picnic: | |
| Picnic Coordinator: | |
| Address: | |
| Phone: | |
| Email: | |
| Name of person picking up equipment: | |
| Phone # of person picking up equipment: | |

My neighborhood is requesting use of the following equipment:

| Items Requested: | YES/NO, How Many? |
|---|-------------------|
| Picnic Tables (maximum of 6) | |
| Trash Cans/Recycling Receptacles (maximum of 3) | |
| Gas BBQ Rental (1 per neighborhood per year, \$55 rental fee) | |
| Swim Passes - limit of 10 (good to use at Marshall or Firstenburg) | |
| Portable Toilet | |
| Name of Park: _____ | |
| Address: _____ | |
| Location within Park: _____ | |
| Drop off time: ____:____ AM/PM Pickup time: ____:____ AM/PM | |
| For weekend events the port-o-let is dropped off on Friday afternoon and picked up Monday morning. We recommend locking the port-o-let with a padlock until the time of your event. | |

Gas BBQ rental is \$55 and fuel is provided.

If you are using the BBQ, please include payment: check or money order payable to City of Vancouver.

For more picnic resources, see the *Handbook for Neighborhood Leaders*.

If you have any further questions, please call us at 360-487-8608. Enjoy your picnic!

APPENDIX E: CLEANUP REQUEST FORM

Neighborhood Cleanup Request Form

| | |
|---|-------------------------------|
| Neighborhood Association: | |
| Today's Date: | |
| Cleanup Date (First Choice): | Cleanup Date (Second Choice): |
| Where will the cleanup be held? <i>Please provide an address or intersections</i> | |
| Cleanup Organizer: | Address: |
| | Phone #: |
| | E-mail: |
| On-site Contact: <i>*This person agrees to be the primary neighborhood contact person at cleanup event.</i> | Address: |
| | Phone #: |
| | E-mail: |
| What hours would you like the cleanup to run? <i>Must occur between 7 a.m. and 3 p.m. on a Saturday</i> | |
| <p>What do you plan to collect?</p> <p>➤ Bulky Items: <input type="checkbox"/> YES / <input type="checkbox"/> NO</p> <p>➤ Yard Debris: <input type="checkbox"/> YES / <input type="checkbox"/> NO</p> <p>➤ Scrap Metal: <input type="checkbox"/> YES / <input type="checkbox"/> NO</p> <p>Do you want Waste Connections to provide a drop box for collecting scrap metal? <input type="checkbox"/> YES/ <input type="checkbox"/> NO</p> <p><i>If YES, Please provide a neighborhood contact and mailing address for the scrap metal check:</i></p> <p>➤ Reusables / Other: <i>Please list</i></p> | |

Submit this completed form via email solidwaste@cityofvancouver.us or mail to City of Vancouver Solid Waste Services, P.O. Box 1995, Vancouver, WA 98668-1995

For Office Use

- Approved by Waste Connections Date: _____
 - Sent Confirmation Letter to Neighborhood Date: _____
 - Sent Pre-Cleanup Letter and Packet to Neighborhood (6-8 weeks prior) Date: _____
 - Sent Cleanup Totals to Organizer(s) and City Liaison (week after cleanup) Date: _____
- Bulky Waste: _____ tons Yard Debris: _____ tons
-

Week Prior to Cleanup:

- Any supplies needed? YES / NO
 - Cones
 - Safety Vests (durable/disposable)
 - 11x17 Material Signs
 - A-frame Signs: Enter and Exit
 - Confirm on-site contact person, phone (see reverse)
 - Confirm mailing address for scrap metal check (see reverse)
 - Provide neighborhood with WC Lead Driver and City Staff contact numbers
-

Day of Cleanup

- Waste Connections Lead Driver: _____ Phone: _____
- City of Vancouver Staff: _____ Phone: _____
- Neighborhood Contact: (see reverse)

NOTES:

Number of Trucks: _____ Type of Trucks: _____

APPENDIX F: CHIPPER REQUEST FORM

Neighborhood Chipper Request Form

| | |
|--|-------------------------------|
| Neighborhood Association: | |
| Today's Date: | |
| Chipper Date (First Choice): | Chipper Date (Second Choice): |
| Desired location of the chipper? <i>Please provide an address or intersections</i> | |
| Contact Person: | Address: |
| | Phone #: |
| | E-mail: |

Guidelines for use of the chipper:

- City staff operates the chipper on a Saturday from **8 a.m. to noon** and may be able to stay until 1 p.m. if busy.
- Please have at least one neighborhood volunteer posted with the chipper and crews at all times to help direct traffic and unload chipper material.
- Wood does not need to be dried prior to chipping.
- City staff will remove wood chips.
- Don't forget to announce the chipper in your neighborhood newsletter or in a post on NextDoor or other social media group.

OK for the chipper:

- Branches, twigs, tree pruning (up to 4" in diameter)
- Tree limbs (up to 4" in diameter)
- Trunks
- No limit on the length

Please NO:

- Ivy, vines, bamboo or blackberry briar get tangled in machinery
- Leaves or grass clippings
- Pine needles
- Rocks and dirt or large stumps

Submit this completed form via email solidwaste@cityofvancouver.us or mail to City of Vancouver Solid Waste Services, P.O. Box 1995, Vancouver, WA 98668-1995. Once confirmed, you will receive a confirmation letter. If you have any questions, please call 360-487-7162.

For Office Use

Approved by Operations

Date: _____

Bring Chipper Only (same day as cleanup)

or

Bring Chipper and Box (not on cleanup day)

Sent Confirmation Letter to Neighborhood

Date: _____

Notes:

Week Prior to Chipper:

Any supplies needed? YES / NO

Cones

Safety Vests (durable/disposable)

11x17 Material Signs

A-frame Signs: Enter and Exit