

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 does not limit any individual citizen's right 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