



New Tacoma Neighborhood Council

Bylaws

Adoption History

Approved November 10, 1993

Amended December 6, 2000

Amended October 9, 2002

Amended June 8, 2005

Amended December 14, 2005

Amended April 2007

Amended June 11, 2008

Amended July 10, 2013

Amended June 10, 2015

Amended June 13, 2016

Reviewed July 12, 2017

Amended December 10, 2025



TABLE OF CONTENTS

ARTICLE I – PURPOSE AND INTENT	3
Section 1. Formation	3
Section 2. Intent	3
Section 3. Citizen Obligations	3
Section 4. Definitions	3
ARTICLE II – OFFICES	3
Section 1. Office Location	3
Section 2. Mailing Address	4
ARTICLE III – MEMBERSHIP	4
Section 1. Membership Eligibility	4
Section 2. Non-Discrimination	4
ARTICLE IV – MEETINGS AND NOTIFICATION	4
Section 1. Open Meeting Requirement	4
Section 2. Regular Board Meeting Schedule	4
Section 3. Regular Meetings	4
Section 4. Special Meetings	4
Section 5. Annual Retreat	4
Section 6. Executive Session	4
Section 7. Executive Committee Meeting	5
Section 8. Meeting Notification	5
ARTICLE V – POWERS, DUTIES AND FUNCTIONS	5
Section 1. Powers, Duties and Functions	5
Section 2. External Partnerships and Commitments	6
ARTICLE VI – NEIGHBORHOOD COUNCIL BOUNDARIES	7
Section 1. Boundary Determination	7
Section 2. Boundary Amendments	7
ARTICLE VII – NEIGHBORHOOD COUNCIL BOARD	7
Section 1. General Duties and Responsibilities	7
Section 2. Board Size and Contingency	7
Section 3. Qualifications and Tenure	8
Section 4. Compensation	8
Section 5. Conflict of Interest	8
Section 6. Elections	8
ARTICLE VIII – OFFICERS	9
Section 1. Officer Selection and Qualifications	9
Section 2. Terms of Office	9
Section 3. Officer Succession	9
Section 4. Vacancies	9
Section 5. Chair	9
Section 6. Vice Chair	11
Section 7. Secretary	11
Section 8. Treasurer	12



Section 9. Executive At-Large, Position 1	12
Section 10. Exec At-Large, Position 1 and 2	12
ARTICLE IX – BOARD VACANCIES	13
Section 1. Resignation	13
Section 2. Removal	13
Section 3. Filling Vacancies	13
ARTICLE X – TERMINATION OF BOARD	13
Section 1. Indication of Termination	13
Section 2. Termination Process	14
ARTICLE XI – CONDUCT OF BUSINESS	14
Section 1. Meeting Procedures and Voting Requirements ...	14
Section 2. Operations Manual and Procedural Standards ...	14
Section 3. Board Authority and Individual Limitations	15
ARTICLE XII – COMMITTEES	16
Section 1. Committees	16
Section 2. Executive Committee	16
Section 3. Bylaws Committee	16
Section 4. Diversity, Equity, and Inclusion Committee	16
ARTICLE XIII – FUNDING, CONTRACTS, CHECKS AND DEPOSITS	17
Section 1. Contracts	17
Section 2. Checks, Drafts, etc	17
Section 3. Deposits	17
Section 4. Fiscal Year	17
Section 5. Books and Records	17
Section 6. Audit of Books	18
Section 7. Financial Reports	18
Section 8. Grants and Fiscal Sponsorship	18
Section 9. Community Sponsorships and Donations	18
ARTICLE XIV – BYLAW REVIEW AND AMENDMENT	19
Section 1. Review	19
Section 2. Amendments	19
Section 3. Conflict in Bylaws	19
Section 4. Effective Date	19
ARTICLE XV – REPORTS	19
Section 1. Annual Reports	19
Section 2. Annual Action Plan and Budget	19
Section 3. Periodic Reports	20
Section 4. Copies	20
ARTICLE XVI – CONFLICT RESOLUTION	20
Section 1. Internal Conflicts	20
Section 2. Community Complaints	20
ARTICLE XVII – DISSOLUTION OF TERMINATION	21
Section 1. Dissolution	21
Section 2. Disposition of Assets	21



ARTICLE I – PURPOSE AND INTENT

Section 1. Formation: The New Tacoma Neighborhood Council is an independent, non-profit corporation formed to address issues and concerns at the neighborhood level and work cooperatively with neighborhood groups towards the attainment of neighborhood goals. This Council seeks to encourage the participation of all citizens in the governmental process.

Section 2. Intent: This Neighborhood Council complies with ordinance 25188 which established the Neighborhood Council Program, Title 1, Chapter 1.45 of the Tacoma Municipal Code, and the City of Tacoma Standards and Guidelines for Neighborhood Councils. The New Tacoma Neighborhood Council will foster a partnership of open communication with the City to:

- A. Enhance the environment in which citizens are afforded an opportunity to participate in government decisions in an advisory role;
- B. Foster cooperation and consensus among diverse interests;
- C. Assist the city and neighborhood in developing solutions to mutual problems;
- D. Develop citizens' personal pride and responsibility for their neighborhood and their city.

Section 3. Citizen Obligations: Citizens retain all duties and obligations to participate in existing processes for legislative enactment, policy formulation, quasi-judicial decision-making or administrative practices. Participation in the Neighborhood Council program does not limit such duties and obligation.

Section 4. Definitions, as used herein:

- A. "Council" means the New Tacoma Neighborhood Council comprised of all residents, property owners, business owners, and employees within the New Tacoma Neighborhood Council boundaries,
- B. "Board Member" means an elected member of the New Tacoma Neighborhood Council.

ARTICLE II – OFFICES

Section 1. Office Location: There is no office location of the Council; however, the Board may designate an office of the Council if an office is established.

42 **Section 2. Mailing Address:** The Council shall maintain a downtown Post Office Box. Address is
43 PO Box 1784, Tacoma, WA 98401 as of date of the latest Amended Bylaws. The Council shall
44 notify the City of Tacoma, Neighborhood and Community Services Department of any change,
45 update other applicable NTNC documentation and social media sites, send email notifications
46 as appropriate.
47

48 **ARTICLE III – MEMBERSHIP**

49
50 **Section 1. Membership Eligibility:** All residents, property owners, business owners and
51 employees within the Neighborhood Council boundaries are members of the New Tacoma
52 Neighborhood Council.
53

54 **Section 2. Non-Discrimination:** No Neighborhood Council may discriminate against any
55 individual nor limit participation based on race, ethnicity, religion, color, national origin or
56 ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, or the
57 presence or perceived presence of any sensory, mental or physical disability.
58

59 **ARTICLE IV – MEETINGS AND NOTIFICATION**

60
61 **Section 1. Open Meeting Requirement:** All meetings of the Council or its Board shall be open to
62 the public.
63

64 **Section 2. Regular Board Meeting Schedule:** Board meetings shall normally be held monthly.
65 Between Board meetings, if it is determined by the Executive Committee that the meeting
66 should be cancelled, the Committee shall communicate to all Board members and notify the
67 Neighborhood and Community Services Department with as much notice as practical, the
68 notice of cancellation and the reason for said cancellation.
69

70 **Section 3. Regular Meetings:** The Board conducts regular meetings on the second Wednesday
71 of the month unless otherwise rescheduled due to a holiday or other scheduling conflict.
72 Notices of meetings are posted on the NTNC social media site and through email. Location and
73 time are included in the Agenda and Minutes.
74

75 **Section 4. Special Meetings:** Special meetings of the Council or Board may be called by the
76 Executive Committee or a majority of the Board Members.
77

78 **Section 5. Annual Retreat:** An annual retreat of the Council shall be held in January of each
79 year. The purpose of the annual meeting is to discuss the budget, year in review, develop new
80 action items, prepare the annual report and address other Council planning actions.
81

82 **Section 6. Executive Session:** The Board may hold an executive session during a regular or
83 special meeting when deemed necessary by a majority of the board members present. When



84 doing so, the Chair shall announce the purpose for excluding the public from the meeting when
85 the executive session shall be concluded. The executive session may be extended to a later time
86 by announcement of the Chair.

87

88 **Section 7. Executive Committee:** Executive Committee meetings are held monthly. Location
89 and time of executive meetings are included in the Agenda.

90

91 **Section 8. Meeting Notification:** Methods of notice may include, but not limited to: mail, email,
92 electronic messaging, social media, or posting on prominently displayed signs.

93

94 **ARTICLE V – POWERS, DUTIES AND FUNCTIONS**

95

96 **Section 1. Powers, Duties and Functions:** The Council, through representation by its Board,
97 shall advise City Government on matters concerning the general health, safety and welfare of
98 the neighborhood and:

99

100 A. Develop an organization that shall maintain itself, further the purpose and intent of
101 this chapter, and meet the minimum guidelines set forth in Chapter 1.45. of the
102 Municipal Code of the City of Tacoma and the City of Tacoma Standards and Guidelines
103 for Neighborhood Councils.

104

105 B. Make a good faith effort to recruit a diverse and representative group of residents,
106 property owners, business owners and employees to participate in the Neighborhood
107 Council program.

108

109 C. Take the initiative in selecting activities and establishing priorities among them.

110

111 D. Set goals and objectives which reflect the growth needs of the neighborhood and
112 state its priorities.

113

114 E. Provide effective citizen participation in government by articulating, defining, and
115 addressing neighborhood problems; by advising, consulting with, and cooperating with
116 various offices, departments, commissions, boards, committees, and counsel on local
117 matters affecting their respective neighborhoods, and by notifying and relaying
118 information to residents, property owners, business owners and employees.

119

120 F. Provide citizen input on efficiency and effectiveness of the city's delivery of services.

121

122 G. Make recommendations concerning particular actions, policies, plans, programs,
123 projects, and other matters affecting the quality of life to the various offices,
124 departments, commissions, boards, committees and councils. Matters affecting the
125 quality of life include, but are not limited to land use, housing, community facilities,
126 human resources, social and recreational programs, traffic and transportation,



127 environmental quality, and public safety. The Council shall be encouraged to review and
128 make recommendations on changes occurring citywide which may affect the quality of
129 life within its area.

130
131 H. Review items for inclusion in the City budget, make recommendations which reflect
132 the needs of the neighborhood, and state the priorities thereof.

133
134 I. Advocate members' interests to all departments of City Government.

135
136 J. Make every effort to communicate with diverse groups of people.

137
138 K. Sponsor studies, hold informational meetings, and conduct public forums and
139 educational programs.

140
141 L. Provide a forum for consideration of the conservation, improvement or development
142 of property within the Neighborhood Council boundary.

143
144 M. Conduct educational programs for the general public regarding the aspect of
145 government's decision-making processes important to the Council activities and
146 functions.

147
148 N. Undertake projects to benefit their neighborhood as may be deemed appropriate by
149 the Council.

150
151 O. Administer contractual funds, develop a budget and, as appropriate, operate and
152 staff a neighborhood office.

153
154 P. Partner with other Councils in developing and operating resource centers to be
155 located at sites within the neighborhood.

156
157 Q. Lead efforts to improve and be an active participant of the community.

158
159 R. Designate at least one person to serve as Council's representative to the Community
160 Council of Tacoma (CCOT) to attend meetings and report on citywide issues affecting
161 the neighborhood.

162
163 **Section 2. External Partnerships and Commitments:**

164
165 A. The Council may enter into partnerships, collaborative agreements, or commitments
166 with other organizations only upon majority vote of the Board.

167
168 B. All formal partnerships, collaborative projects, or ongoing commitments with other
169 organizations require a written Memorandum of Understanding approved by majority
170 Board Vote.



- 171
- 172 C. Such agreements must specify: roles and responsibilities, duration, evaluation
- 173 criteria, contact persons, and termination procedures.
- 174
- 175 D. The Board shall conduct annual reviews of all active partnerships to assess
- 176 effectiveness and community benefit.
- 177
- 178 E. Partnership agreements may be terminated by majority Board vote with appropriate
- 179 notice to partner organizations.
- 180

181 **ARTICLE VI – NEIGHBORHOOD COUNCIL BOUNDARIES**

182
183 **Section 1. Boundary Determination:** The City Council determines the boundaries of the
184 Neighborhood Councils in accordance with Tacoma Municipal Code 1.45. The boundaries of
185 New Tacoma Neighborhood Council are established pursuant to this chapter and are
186 maintained on the official City of Tacoma Neighborhood Council Program website.

187
188 **Section 2. Boundary Amendments:** The boundaries of the Neighborhood Council may be
189 amended. Such amendment shall be proposed by involved Neighborhood Councils and
190 reviewed and approved by the City Council.

191 **ARTICLE VII – NEIGHBORHOOD COUNCIL BOARD**

192 **Section 1. General Duties and Responsibilities:**

- 193
- 194
- 195
- 196 A. The Council shall establish a democratic decision-making process through a Council-
- 197 elected Board, which shall be responsible for directing the business of the organization.
- 198
- 199 B. Set policy to ensure the goals of the Council are met as set forth in Articles I. and V.
- 200
- 201 C. Neighborhood residents shall be encouraged to take a leadership role in serving as
- 202 board members and officers of the Council.
- 203
- 204 D. Board members shall commit to promoting diversity, equity, and inclusion in all
- 205 Council activities.
- 206

207 **Section 2. Board Size and Contingency:**

- 208
- 209 A. The Board shall be comprised of at least five members. If the Board drops below five
- 210 members, all term limits and consecutive term restrictions are suspended until the
- 211 Board reaches five members and operates with that minimum for one full election cycle.
- 212 During this period, officers may serve multiple consecutive terms and board members

213 may continue service beyond stated maximums as necessary to maintain organizational
214 continuity.

215
216 B. The Board shall have no more than 21 members, all of whom shall be at least 18 years
217 of age.

218
219 **Section 3. Qualifications and Tenure:**

220
221 A. A majority of Board members shall be NTNC boundary neighborhood residents. The
222 Board shall acknowledge and approve any election where the majority of the Board is
223 made up of non-resident members.

224
225 B. No NTNC Board member may serve on another Neighborhood Council Board at any
226 one time.

227
228 C. The term of office for Board members shall be two years.

229
230 D. Prospective board members must attend at least three regular meetings before being
231 considered for election to the Board.

232
233 E. Board members may succeed themselves with a majority of voter approval.

234
235 F. No Board member shall serve more than five consecutive two-year terms (ten years
236 total). After a one-year break, a person may be eligible to serve again.

237
238 **Section 4. Compensation:** The Board shall serve as volunteers without compensation.

239
240 **Section 5. Conflict of Interest:**

241
242 A. Neither Officers, Employees nor any member of the Board may personally or
243 financially derive direct or indirect benefit from use of informational material or services
244 of the Council.

245
246 B. Board members must disclose any potential conflicts between their professional
247 activities and Council business, and may not use Council resources, name, or reputation
248 to advance personal or professional interests.

249
250 C. Board members with disclosed conflicts of interest must recuse themselves from
251 voting on matters where the conflict exists.

252
253 **Section 6. Elections – Rules, procedures and method of elections shall be as follows:**

254
255 A. The Board shall be elected by the Council

256



- 257 B. Elections shall be nonpartisan.
- 258
- 259 C. Election of Board members shall take place at the December meeting, with terms
- 260 beginning in January.
- 261
- 262 D. Candidates shall be nominated and announced at least 30 days prior to the election.
- 263 The Board shall announce (ex. Facebook, email) the date for nomination and
- 264 announcement of candidates.
- 265
- 266 E. In the event of a tie for the last available Board seat, and after a recount has been
- 267 conducted, the winner shall be decided by lot in the presence the candidates and
- 268 witnesses.
- 269
- 270 F. The Board shall make every effort to ensure elections are accessible to all eligible
- 271 participants and work to remove barriers to participation.
- 272

273 **ARTICLE VIII – OFFICERS**

274
275 **Section 1. Officer Selection and Qualifications:** The Board shall elect a Chair, Vice-Chair,
276 Secretary, Treasurer, and Executive at Large (Position 1) from among current board members.

277
278 A. The duties of each shall be those customarily attributed to them under usual Board
279 practices, and as set forth below.

280
281 B. The Officers shall be elected by members of the Board by nomination to, and a
282 plurality vote of, the sitting Board in an annual election to be held each year.

283
284 C. Any member of the Board may nominate candidates.

285
286 **Section 2. Terms of Office:** The term of office shall be two years. Officer positions are elected as
287 they become vacant or when terms expire. Nominations for executive officer positions occur in
288 November, elections occur at the December meeting, and terms begin in January.

289
290 **Section 3. Vacancies:** In the event of a vacancy for an officer of the Board, the Board shall,
291 within sixty (60) days, appoint a new officer to serve for the duration of the term of the officer
292 who vacated.

293
294 **Section 4. Chair:** The Chair shall be the presiding officer of the Board. In the absence of the
295 Chair, the Vice Chair shall act as Chair. In the absence of the Chair and the Vice Chair, the
296 Secretary, and in turn, the Treasurer shall act as Chair. In the absence of all the officers the
297 Board shall designate the presiding officer as required to conduct business for that meeting.
298 The Chair Shall:



- 300 A. Serve as the spokesperson and representative of the Board.
- 301
- 302 B. Open all meetings of the Board at the appointed hour by taking the Chair and call the
- 303 Board to order;
- 304
- 305 C. Appoint a temporary secretary in the absence of the secretary.
- 306
- 307 D. Authorize an excused absence of any Board member who has given prior notice of an
- 308 inability to attend a properly noticed meeting, whether a regular, special or rescheduled
- 309 meeting.
- 310 E. Call for the approval of the minutes of the previous meeting;
- 311
- 312 F. Maintain order and decorum;
- 313
- 314 G. Receive and submit all matters properly brought before the Board in order prescribed
- 315 by the rules;
- 316
- 317 H. Receive all communications and present them promptly to the Board;
- 318
- 319 I. Appoint all committee chairs, unless otherwise directed by the Board;
- 320
- 321 J. Authenticate by signature all advisory actions of the Board;
- 322
- 323 K. Make known all rules of the Board when so requested and to decide all questions of
- 324 order;
- 325
- 326 L. Promptly make the proper referral of matters brought before the Board to the
- 327 appropriate board committee(s);
- 328
- 329 M. Perform such other duties as may be required by law, or such as may properly
- 330 pertain to such office;
- 331
- 332 N. Take part in Board meetings and exercise the power to vote in the case of a tie;
- 333
- 334 O. Perform other such duties as may be prescribed by the Board;
- 335
- 336 P. The Chair shall not make commitments on behalf of the Council, including
- 337 partnerships, agreements, event participation, endorsements, or financial obligations,
- 338 without prior Board approval, except for routine administrative matters under \$100.
- 339
- 340 Q. The Chair serves as a representative of the Board's collective decisions and may not
- 341 independently establish Council positions on matters requiring board deliberation.
- 342
- 343 R. Serve on the Executive Committee; and



344
345 S. After their term as Chair has expired, preside at the meetings of the Board until such
346 time as the new Chair has been seated.

347
348 **Section 5. Vice Chair:** The Vice Chair shall:

349
350 A. Perform the duties of the Chair in the absence of the Chair, or in the event of the
351 Chair's inability or refusal to act. When so acting the Vice Chair shall have the powers of
352 and be subject to all restrictions upon the Chair;

353
354 B. Serve with the Chair as the spokesperson and representative for the Board.

355
356 C. Assist the Chair in formulating Board objectives and programs for consideration by
357 the various committees;

358
359 D. Assist the Chair to anticipate issues and problems deserving or in need of special
360 meetings;

361
362 E. Perform such other duties as from time to time may be assigned by the Chair or
363 Board;

364
365 F. Serve on the Executive Committee.

366
367 **Section 6. Secretary:** The Secretary shall:

368
369 A. Exercise all the duties and power of the Chair in the absence of the Chair and Vice
370 Chair;

371
372 B. Keep accurate minutes of proceedings assuring that Agenda, Minutes, and other
373 documents as required are printed for the meeting;

374
375 C. Sign with the Chair, and keep a copy of, any document the Board has authorized the
376 issuance of by resolution;

377
378 D. Assist the Chair to anticipate issues and problems deserving or in need of special
379 meetings;

380
381 E. Perform such other duties as assigned by the Board;

382
383 F. Be custodian of the Council's records and submit records to the Neighborhood and
384 Community Services Department for public posting and retention;

385
386 G. See that all notices are duly given in accordance with the provision of these Bylaws
387 and as required by law;

- 388
- 389 H. Perform all duties relating to the office of Secretary and such other duties as may be
- 390 assigned by the Chair or Board;
- 391
- 392 I. Serve on the Executive Committee;
- 393
- 394 J. Maintain a current roster of all sitting Board members.
- 395

396 **Section 7. Treasurer:** The Treasurer shall:

- 397
- 398 A. Be accountable for funds belonging to the Council;
- 399
- 400 B. Maintain current financial records;
- 401
- 402 C. Assure a full and proper report of the financial standing of the Council is given at each
- 403 Board meeting;
- 404
- 405 D. Co-sign with the Chair on checks drawn on the Council account;
- 406
- 407 E. Exercise all the duties and power of the Chair in the absence of the Chair, Vice Chair,
- 408 and Secretary;
- 409
- 410 F. Serve on the Executive Committee.
- 411

412 **Section 9. Executive At-Large, Position 1:** The Executive At-Large, Position 1 shall:

- 413
- 414 A. Assist with Council communications, including social media, website updates, and
- 415 community outreach;
- 416
- 417 B. Chair subcommittees as assigned by the Board or Executive Committee;
- 418
- 419 C. Support other officers in their duties as needed;
- 420
- 421 D. Serve on the Executive Committee.
- 422

423 **Section 10. Executive At-Large, Positions 2 and 3:**

- 424
- 425 A. If the Board reaches fifteen (15) or more members, the Board may elect up to two
- 426 additional Executive At-Large positions (Position 2 and Position 3) to the Executive
- 427 Committee.
- 428
- 429 B. These positions shall have the same duties and responsibilities as Executive At-Large,
- 430 Position 1.
- 431

ARTICLE IX – BOARD VACANCIES

Section 1. Resignation:

A. If a Board member or officer is elected to any City political office, he or she must immediately resign from the Board or office.

B. If a Board member moves out of his or her area of representation, the Board position becomes vacant.

C. Any Board member may resign by submitting a written resignation to the Secretary of the Board.

Section 2. Removal:

A. Board Members are required to attend all meetings. The Board may remove any Board Member whenever, in its judgment, the best interests of the Council would be served.

B. When a Board Member has been absent six (6) or more meetings during a calendar year, the Board may remove the Board Member and declare the seat vacant. In such case, the Chair shall send notification in writing, email is acceptable, stating that he or she is no longer a Board Member.

C. A two-thirds (2/3) vote of Board Members at a Board Meeting is required for removal. If approved, such action shall be effective immediately.

D. A person removed from the board is ineligible to serve on the Board for twelve (12) months from the date of removal.

Section 3. Filling Vacancies:

A. A board vacancy should be filled as soon as practical after resignation or removal. The Board shall appoint a successor to fill the unexpired term at a regular meeting. Once the term expires, the vacancy will be filled according to the criteria set forth for regularly elected Board Members.

ARTICLE X – TERMINATION OF BOARD

Section 1. Indication of Termination: The termination of the Board may be initiated by the members of the Council.

474 **Section 2. Termination Process:** The termination of the Board by members shall be by initiative
475 and a signed petition:

476
477 The petition shall be filed with the Community Council.

478
479 Within thirty (30) days of the receipt of the petition, the Community Council shall provide
480 adequate notice and hold a public meeting as to whether or not the Board should be
481 terminated.

482
483 The Board shall be terminated upon an affirmative vote equal to two-thirds (2/3) of the
484 members of the Community Council.

485

486 **ARTICLE XI – CONDUCT OF BUSINESS**

487

488 **Section 1. Meeting Procedures and Voting Requirements:** The Board shall conduct its business
489 and shall operate pursuant to these bylaws, the rules and procedures adopted by the Board and
490 as follows:

491

492 A. Quorum of a majority of members is required for Board action.

493

494 B. Unless specified elsewhere, a majority vote of the Board Members present is required
495 to take any action. Voting is permitted only by the following methods:

496

497 1. a voice vote,

498

499 2. a show of hands, or

500

501 3. a roll call. When voting by roll call, the names must be reported with the yeas
502 and nays in the minutes.

503

504 4. email with documented confirmation in the meeting minutes (email vote shall
505 only be used in a situation of time constraint or urgency that cannot wait for a
506 vote at the next regular meeting).

507

508 C. Voting by proxy is prohibited.

509

510 D. All questions of parliamentary procedure if not provided for in these Bylaws, shall be
511 resolved by reference to Robert's Rules of Order, Newly Revised Edition.

512

513 **Section 2. Operations Manual and Procedural Standards:** The Board shall establish and
514 maintain an official "New Tacoma Neighborhood Council Operations Manual" that details
515 specific procedures, protocols, and standards for conducting Council business, managing

516 communications, and fulfilling the Council's obligations to the community. The Operations
517 Manual shall:

- 518
- 519 A. Serve as the authoritative procedural guide for all Board operations not explicitly
520 detailed in these Bylaws;
- 521
- 522 B. Include, at minimum, standards for internal and external communications, brand
523 identity, technology use and maintenance, meeting conduct, board member
524 responsibilities, and community engagement practices;
- 525
- 526 C. Include procedures for maintaining compliance with all applicable laws governing
527 nonprofit corporations in the State of Washington, including registration and annual
528 filings with the Office of the Secretary of State and Public Disclosure Commission, as
529 applicable, and designation and maintenance of a current Registered Agent as required
530 by state law;
- 531
- 532 D. Be reviewed annually by the Bylaws Committee, which shall recommend any
533 necessary updates;
- 534
- 535 E. Be amendable by a majority vote of the Board at any regular meeting, provided that
536 proposed amendments are distributed to all Board members at least 14 days prior to
537 the vote;
- 538
- 539 F. Be provided to all Board members upon election, with signed acknowledgment of
540 receipt required;
- 541
- 542 G. Be consistent with these Bylaws and the City of Tacoma Municipal Code;
- 543
- 544 H. Be maintained by the Secretary as an official Council document, with all versions
545 archived for reference.

546

547 All Board members shall adhere to the standards and procedures outlined in the Operations
548 Manual in the execution of their duties.

549

550 **Section 3. Board Authority and Individual Limitations:**

- 551
- 552 A. No individual Board member, including officers, may commit the Council to
553 partnerships, events, sponsorships, or policy positions without explicit Board
554 authorization.
- 555
- 556 B. All external commitments made on behalf of the Council must be documented to the
557 Board at the next regular meeting.
- 558

559 C. The Chair and other officers serve at the pleasure of the Board and are accountable to
560 the Board for their actions.
561

562 **ARTICLE XII – COMMITTEES**

563
564 **Section 1. Committees:** The Board shall be entitled to form and dissolve committees as
565 necessary to carry out its function. The function of such committees shall be to report their
566 findings and to purpose recommendations to the Board for appropriate action. No committee
567 may speak for the Board in whole.

568
569 **Section 2. Executive Committee:**
570
571 A. Shall consist of the Chair, Vice Chair, Secretary and Treasurer, and Executive At-Large,
572 Position 1. If the Board has fifteen (15) or more members, the Executive Committee may
573 also include Executive At-Large, Position 2 and Position 3.

574
575 B. Shall meet or communicate as necessary, and be responsible for proposing an
576 agenda, and other functions as set by the Board.

577
578 C. Shall act on behalf of the Board between meetings, as needed, and report decisions
579 and actions to the Board at its next meeting.

580
581 **Section 3. Bylaws Committee:**
582
583 A. Shall consist of a Chairperson and two members appointed by the Board.

584
585 B. Shall review the Bylaws annually.

586
587 C. Shall make amendment recommendations to the Board for adoption.

588
589 **Section 4. Diversity, Equity, and Inclusion Committee:**
590
591 A. Shall consist of a Chairperson and at least two members appointed by the Board.

592
593 B. Shall develop and implement strategies to ensure diverse representation and
594 inclusive participation in all Council activities.

595
596 C. Shall review Council practices and make recommendations to improve equity and
597 accessibility.

598
599

600 **ARTICLE XIII – FUNDING, CONTRACTS, CHECKS AND**
601 **DEPOSITS**

602
603 **Section 1. Contracts:**

604
605 A. No contracts shall be entered into on behalf of the New Tacoma Neighborhood
606 Council unless recommended and approved by the Board, with the exception of the
607 annual funding contract with the City of Tacoma.

608
609 B. Contracts exceeding \$1,000 in value or creating multi-year obligations must be
610 approved by two-thirds (2/3) vote of the Board.

611
612 C. All contracts must be signed by the Chair and one other officer.

613
614 **Section 2. Checks, Drafts, etc:** All checks, drafts, or other orders for the payment of money,
615 notes of other evidences of indebtedness issued in the name of the Council shall require a two-
616 party signature by the Chair and the Treasurer. In the absence of one or both, the Vice-Chair
617 and/or Secretary may be designated to sign checks.

618
619 **Section 3. Deposits:** All funds of the corporation, whether acquired by gifts, contracts or any
620 other legitimate means, shall be deposited to the credit of the Council in such banks, trust
621 companies, or other depositories as the Board may select.

622
623 **Section 4. Fiscal Year:** The fiscal year shall correspond with the fiscal of the City of Tacoma.

624
625 **Section 5. Books and Records:**

626
627 A. The Council shall submit records to the Neighborhood and Community Services
628 Department for posting and making available to the public, and for retention purposes.
629 Records include, but not limited to, Agenda and meeting minutes of the proceedings of
630 the Board.

631
632 B. The Council shall maintain records for funding requests and shall review each
633 disbursement of funds to assure the expenditures are consistent with requirements of
634 law and any guidelines set forth by the Tacoma City Council or other funding source.

635
636 C. A record giving the names and addresses of the Board members entitled to vote must
637 be maintained for at least three years after the closing of each fiscal year.

638
639 D. All books and records may be inspected by any member of the Council, his agent or
640 attorney, for any proper process at any reasonable time or place.

641

642 **Section 6. Audit of Books:** The financial records of the Council shall be open for inspection,
643 subject to audit by the Director of Finance (City of Tacoma or other funding source) and the
644 State Auditor and maintained in such fashion that they can be audited.

645
646 **Section 7. Financial Reports:** A Treasurer's report on the financial status of the Council shall be
647 provided at each regular meeting.

648
649 **Section 8. Grants and Fiscal Sponsorship:**

650
651 A. The Council may apply for, receive, and administer grants from public and private
652 sources that align with the Council's purpose and goals.

653
654 B. The Council may partner with other qualified organizations as fiscal sponsors or co-
655 sponsors or co-applicants for grant funds when beneficial to expand funding
656 opportunities or project scope.

657
658 C. All grant applications must be approved by a majority vote of the Board prior to
659 submission.

660
661 D. The Treasurer shall maintain separate accounting records for all grant funds.

662
663 E. The Board shall ensure compliance with all grant requirements, reporting obligations,
664 and restrictions on fund usage.

665
666 F. For grant partnerships where the Council serves as a co-applicant or community
667 partner, partnership procedures outlined in Article V, Section 2 shall apply.

668
669 **Section 9. Community Sponsorship and Donations:**

670
671 A. The Council may provide financial sponsorships or donations to community
672 organizations, events, and initiatives that align with the Council's purpose and either:

- 673
674 1. Take place within the New Tacoma neighborhood boundaries; or
675
676 2. Substantially benefit New Tacoma residents, regardless of location; or
677
678 3. Foster goodwill to support the greater Tacoma and Pierce County community.

679
680 B. All sponsorships and donations must be approved by a majority vote of the Board.

681
682 C. Annual budget allocations shall designate funds available for community sponsorships
683 and donations.

684

685 D. Sponsorships and donations shall not exceed \$250 per recipient without a two-thirds
686 vote of the Board, and must have approval from the Chair and Treasurer, if less than
687 \$250.

688
689 E. Requests for sponsorships exceeding \$250 must be submitted in writing to the Board
690 at least 14 days prior to the meeting where they will be considered.

691
692 F. Recipients of Council sponsorships shall acknowledge the New Tacoma Neighborhood
693 Council's support in their promotional materials, where applicable.

694
695 G. The Board shall establish and maintain clear criteria and procedures for evaluating
696 sponsorship and donation requests in the Operations Manual.

697

698 **ARTICLE XIV – BYLAW REVIEW AND AMENDMENT**

699

700 **Section 1. Review:** These Bylaws shall be reviewed at least annually.

701

702 **Section 2. Amendments:** Upon two weeks' notice to Board members, amendments to these
703 bylaws may be proposed for adoption at the next scheduled meeting of the Board

704

705 **Section 3. Conflict in Bylaws:** These Bylaws shall be consistent with the Council's Articles of
706 Incorporation, the general purpose and mission of the Council, Chapter 1.45 of the Code of the
707 City of Tacoma, and Chapter 24.03 of the Revised Code of Washington (Washington Nonprofit
708 Corporation Act). If any provision of these Bylaws or their application is held invalid, the
709 remainder of these Bylaws or their application is not affected.

710

711 **Section 4. Effective Date:** These Bylaws shall become effective as of the date of adoption by the
712 Board.

713

714 **ARTICLE XV – REPORTS**

715

716 **Section 1. Annual Reports:** The Council shall prepare a written report of its activities annually.
717 Such report shall be submitted to the City Council and filed with the Neighborhood and
718 Community Services Department. The annual report shall include information on board
719 recruitment, participant outreach, and commitment to diversity, equity, and inclusion as
720 required by the Standards and Guidelines.

721

722 **Section 2. Annual Action Plan and Budget:** The Council shall prepare an annual action plan and
723 budget as required by the Standards and Guidelines. These documents shall be submitted to
724 the Neighborhood and Community Services Department.

725

726 **Section 3. Periodic Reports:** Additional periodic reports regarding issues concerning the
727 Council's purpose and responsibilities may be submitted to the City Council and filed with the
728 Neighborhood and Community Services Department.

729
730 **Section 4. Copies:** Copies of each such report shall be filed with the City Clerk's office and the
731 Community Council.

732

733 **ARTICLE XVI – CONFLICT RESOLUTION**

734

735 **Section 1. Internal Conflicts:** The Council shall address internal conflicts through the following
736 process:

737

738 A. Any member with a concern or complaint should first address the issue directly with
739 the involved parties.

740

741 B. If the issue cannot be resolved directly, the member may submit the concern in
742 writing to the Executive Committee.

743

744 C. The Executive Committee will review the complaint and may:

- 745 1. Mediate a resolution between parties
- 746 2. Form a special committee to investigate and recommend action
- 747 3. Place the matter on the agenda for full board consideration

748

749 D. If the matter remains unresolved, the Board may vote to seek external mediation
750 through the Neighborhood and Community Services Department or other appropriate
751 resources.

752

753 **Section 2. Community Complaints:** Complaints from community members shall be addressed
754 through the following process:

755

756 A. Complaints received by the Council or forwarded from the City shall be reviewed by
757 the Executive Committee.

758

759 B. The Executive Committee shall acknowledge receipt of the complaint and initiate an
760 appropriate response within 14 days.

761

762 C. The Executive Committee shall report all significant complaints and their resolution to
763 the full Board.

764

765 D. Records of complaints and their resolution shall be maintained by the Secretary.

766

767

ARTICLE XVII – DISSOLUTION OF TERMINATION

768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784

Section 1. Dissolution: The New Tacoma Neighborhood Council may be dissolved by a two-thirds (2/3) vote of the Board at a meeting called for that purpose.

Section 2. Disposition of Assets:

A. In the event of dissolution or termination of the Neighborhood Council, all assets shall be distributed to one or more organizations that qualify under Section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of future tax law.

B. Grant funds and restricted donations shall first be returned to their original source or redistributed according to the terms of the grant or donation agreement.

C. Remaining unobligated assets may be transferred to the Community Council of Tacoma, City of Tacoma, or another 501(c)(3) organization with a similar mission, as determined by two-thirds vote of the Board.