

# NORTH END NEIGHBORHOOD COUNCIL



## BOARD ELECTION FILING FORM and Board Candidate Information

Please **complete** the following information to file as a Candidate for the NENC Board and for your Candidate Information. To conform to the requirements of our Bylaws, this form must be returned to NENC Membership Secretary at 3901 North 27<sup>th</sup>, Tacoma WA 98407 not later than 5:00 PM on October 9, 2006. **All forms received after that time and date will be considered invalid and not processed.** Candidates must meet all qualifications specified in Tacoma Municipal Code 1.45, Neighborhood Councils.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Occupation: \_\_\_\_\_ Age (circle one): Over 18 Under 18

Council Member by virtue of (Circle as many as apply): Resident - property owner -  
business owner - employee

Please list Residence/Property Owned/Employment \_\_\_\_\_

Neighborhood sub-area represented (Jefferson, Washington, Jane Clark, UPS,  
etc.) \_\_\_\_\_

Information from Candidates will be distributed to the Board at the November 2006 NENC Board Election. Please provide a brief paragraph about yourself for inclusion, discussing the following: (you may use a separate sheet or the reverse of this form for this information):

1. Previous experience with the North End Neighborhood Council Board and Committees.
2. Previous experience in other community groups & activities.
3. What skills and talents you would bring to the Board.
4. Why you would like to serve on the Board.

I certify that I am a qualified candidate, and that I wish to be considered for the NENC Board appointment:

\_\_\_\_\_

## North End Neighborhood Council Responsibilities of Board Members

The North End Neighborhood Council (NENC) was established by Tacoma city ordinance and is comprised of all residents, property owners, and persons who work within its defined boundaries. The NENC operates as a nonprofit corporation under the laws of the State of Washington.

Fifteen Board members, elected by Members of the Council, serve as Directors and Officers of the corporation. Members of the Board are responsible for conducting the business of the Council and assume legal and fiduciary responsibility for its operation and activities. Since service as a Board member carries with it legal responsibilities, all persons on the Board must be at least 18 years of age. Board members serve two-year terms, without compensation, and may be reelected for additional terms.

The primary responsibilities of the Neighborhood Council Board are to advise City of Tacoma government on policy formation, drafting of ordinances, and planning and development issues; to serve as a liaison between citizens and City government; and to work collaboratively toward neighborhood enhancement and improvement.

All Board members are required to:

- Attend and participate in all regularly scheduled Board meetings, Committee meetings, general meetings, any special meetings called, and the annual retreat.
- Assist in the activities, tasks, and work undertaken by the Board.
- Serve on Board Committees and be willing to chair Committees, if appointed.
- Attend and participate in meetings of other bodies on behalf of the Board, if required by Board or Committee duties or if requested to do so.
- Assist the Executive Committee in the planning and presentation of the general meeting programs, if requested to do so. This may include making oral presentations before the assembly.
- Assist in the notification and information dissemination process and to help publicize general and other public meetings held.
- Work cooperatively with other Neighborhood Councils and the Community Council, if called upon to do so.

Normally, NENC Board meetings are held on the first Monday of each month, with additional Board meetings scheduled as needed. Committees meet on the second Monday of the month, as well as at other times scheduled by individual Committee chairs as necessary. General meetings are held four or more times annually, typically on the third Monday of the month. **Attendance at ALL Board, Committee, Special and General Meetings is required.**