

**Neighborhood and Community Engagement Commission**

**Policy and Procedure Manual**

***Adopted October 22, 2013***

*This Policy and Procedure manual is designed to support the proposed NCEC bylaws dated February 26, 2013. Specifically, this manual was developed to give specificity to the question of “How” things get done.*

**Vision**

The Vision for the Neighborhood and Community Engagement Commission is a City and community engagement process that increases inclusiveness, empowerment and greater opportunities for participation by all community members of the City of Minneapolis.

**Purpose/Mission**

The NCEC in its advisory capacity shall serve to engage and advocate for the neighborhoods and community in their deliberations with the City Departments, City Council and Mayor, shall deliberate and make recommendations to the NCR Department, City Council and Mayor around issues specific to the NCEC scope of authority and responsibility as defined by the City Council and approved by the Mayor in Resolution No. 2011R-668, adopted December 16, 2011.

**Attendance Requirements**

After two unexcused absences by a member from regular Commission meetings in a year (July – June) by a member, the chair through the NCR Department, shall notify that member that a third unexcused absence may result in termination of membership. After a third unexcused absence the appointing authority or selecting district shall be notified with a recommendation from the Commission that the membership should be terminated.

Committees or Task Forces may make recommendations to the full Commission on removal of committee or task force members due to non-attendance. Commissioners volunteering to serve on task forces or sub-committees should consider the additional time requirements and absence commitments/requirements being agreed to upon volunteering and not make decisions about participation based solely on subject matter.

**Alternates**

This section is left blank pending a future decision by the City Council on a policy for alternates on boards and commissions.

**Recommendation for Removal**

As directed by the NCEC, the executive committee, in consultation with the City Attorney, shall make the determination as to the recommendation for removal of a commissioner in the event that the commissioner is found to have violated NCEC bylaws, policies or procedures when it reflects negatively on the NCEC, the City or the neighborhoods and communities represented on the commission. The appointing or electing authority shall use their established process for appointing/electing a replacement.

**Leave of Absence**

A commissioner may request a leave of absence for up to ninety (90) days. The request shall be related to a personal or medical concern that requires the commissioner's attention in order to return to business. Each commissioner may

request and be granted only one extended leave of absence per year (July – June). In support of the spirit of the Americans with Disabilities Act and the Family Medical Leave Act, due consideration will be given for absences due to qualifying concerns. The circumstances surrounding leave of absence requests will be handled with complete privacy and discretion.

### **Requesting a Leave of Absence**

A commissioner shall submit a request for a leave of absence to the NCEC Chair or the Chair's designee.

### **Membership in Good Standing Process**

In the event of a complaint against any member, the NCEC shall appoint a three member grievance committee to investigate the complaint and forward a recommendation to the NCEC on potential actions up to and including a recommendation for removal from the Commission.

### **Voting: Executive Committee/Officers**

#### **Counting votes**

Paper ballots will be collected and tabulated by the assigned NCR staff person. Once the ballots are counted, and assuming there are no 'tie votes', the NCR staff will announce the results of the vote. Officers shall assume the responsibilities of their respective positions immediately following the meeting at which the election occurs

#### **Tie Votes**

In the case of a tie vote, another paper ballot shall be distributed and voting shall commence. The assigned NCR staff person shall collect and tabulate the ballots, after which the NCR staff will announce the results.

#### **Election Results**

The results of all elections shall be recorded and the records maintained in the files of the NCEC with copies to be kept and archived by the NCR department.

#### **Sole Candidate for Office**

In the event there is only one person running for an office, the paper ballot process can be suspended by motion, with the requirement of a 'second'. The motion should state the reason for the motion and the recommended outcome.

*Example: "I make a motion to suspend the paper balloting process as outlined in the NCEC policies and recommend that we proceed with a voice vote on the candidate being presented."*

Voice confirmation will be by a majority affirmation of the commissioners present.

### **Executive Committee**

The executive committee shall meet monthly to prepare and set the agenda for the regularly scheduled NCEC monthly meetings.

The executive committee members shall meet at a reasonable time near the end of their term to compile information that is to be placed in the NCEC annual report. The executive committee, with assistance and support of the NCR, shall lead the production of an annual report. Copies of the annual report shall be delivered to each officially recognized neighborhood organization, and will be posted online.

The executive committee shall work collaboratively with the members of the commission selected to serve as representatives on the NRP policy board to foster strong communications and information sharing between the two entities.

### **Communication**

The NCEC Chair or the Chair's designee serves as the official spokesperson for the NCEC consistent with adopted positions of the Commission and the Commission's bylaws.

In the spirit of the Minnesota Open Meeting Law, Commissioners are encouraged to have policy conversations in public forums. For that reason, use of group or serial email to discuss business before the NCEC is discouraged.

The use of Google Groups (an e-mail tool) has been approved for use as a viable communications tool for the NCEC members to post comments on issues, and is considered a public forum for all residents to view.

Email can be used to send information to members to prepare them for future deliberations or notifications of issues.

### **NCEC Agenda**

Agendas shall be prepared by the Executive Committee in a manner consistent with the bylaws. Any commissioner can submit a written request of items for inclusion on the NCEC monthly meeting agenda. The Executive Committee or staff shall give notice to Commission members of upcoming Executive Committee meetings.

The person making the request shall be notified immediately after the executive committee has set the agenda and if denied, the reason for denial. This notification shall be delivered by the NCEC Secretary. Agendas are formally adopted at the start of each Commission meeting. Commission members can amend the agenda at that time, but are encouraged to have submitted all proposed agenda items to the executive committee prior to the agenda setting meeting.

### **Public Accommodations**

Members of the public are welcome and encouraged to attend the regularly scheduled NCEC monthly meetings. Any person requiring accommodation to fully participate should contact NCR at 612-673-3737 at least five (5) days in advance of the scheduled meeting. TTY users please call 612-673-2157.

### **Presentations to the NCEC, sub-committees or task forces**

Persons or groups may present comments or information to the NCEC at its regularly scheduled monthly meeting during the public comment section of the meeting agenda, or to committees/task forces of the NCEC during the public comment/input section of their meeting agenda. The procedures for the public comment section of the agenda shall be as follows:

- A. All individuals wishing to speak can call in (612-673-3737) before 3:00 p.m. the day of the meeting to be placed on the agenda or can sign up at the Board meeting prior to the start of public comment period (which typically begins at 5:00 PM).
- B. The public comment period shall not exceed a total of 15 minutes with up to three minutes allowed for testimony per person, with the time limit to be allotted by the Chair.
- C. The public comment period will be scheduled at the Commission meetings at a time certain of 5:00 p.m.
- D. During the public comment period public testimony will be given without debate, only clarifying questions from the Commission will be allowed.
- E. Items not allowed for discussion include:
  - a. pending litigation, or
  - b. personnel issues

Groups/persons presenting written materials shall have the documents/presentation available in large print or other alternative formats if requested.

### **Requests to be placed on the formal agenda**

If additional time is needed to present at the NCEC monthly meeting, the person or group may make a written request to any NCEC Commissioner to be added to the formal agenda. A Commissioner receiving such a request would then forward the request to the Executive Committee. The Executive Committee usually meets on the second Wednesday of the month. The executive committee will consider all such requests at its monthly meeting to prepare and set the agenda. Once the request has been considered, the Secretary shall notify the requesting party of the date, time certain and place to make the presentation. If the item is not able to be added to the agenda, the Secretary will advise the requesting parties of the reason and will make an offer to place the item on the agenda for the following month.

Persons or groups may make a written request to any Commissioner to be placed on the agenda of a subcommittee or task force. A Commissioner receiving such a request would then forward the request to the Executive Committee. The task force or subcommittee chair shall duly consider the request and timely notify the requesting party of the decision to accept or deny the request. If the request is denied the chair shall give the reason why and offer to place the person/group on the next meeting agenda.

### **Grievance Procedures**

All grievances brought to the NCEC must first have exhausted all procedures of the organization against which the grievance is directed. A grievance review committee comprised of three (3) seated commissioners shall be appointed from the current members of the NCEC to review the submission. The review committee shall not contain any member of the commission who has a vested interest in the outcome. The decision of the review committee shall be presented to the full Commission to be approved or denied in total.

The Commission will hear grievances regarding NCEC funded programs regarding actions taken by other culturally and ethnically diverse groups and recommend to the City any necessary corrective remedies, where the City Council has funded programs of those groups or entities.