

Community Assembly Budget Committee Policies and Procedures (April 2023)

Our Mission/Charge: To assist Neighborhood Councils financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.

1. Duties

- A. The fundamental responsibility of the Committee is to encourage and assist the Neighborhood Councils in applying to the Office of Neighborhood Services (ONS) for Engagement Grant funds allocated by the City Council for Neighborhood Council use in building capacity and participation in Neighborhood Council activities. Final approval for specific uses of individual neighborhood funds is decided by the ONS. Members of the Committee shall keep in contact with their assigned Neighborhood Council to encourage completing applications and spending their approved allocations.
- B. The Committee encourages independent neighborhood funding, in addition to the ONS grants of all Neighborhood Council activities. However, the Committee shall not be responsible for independently funded programs wholly generated within a Neighborhood Council.
- C. Each Neighborhood Council shall be assigned to a Committee member as a liaison. Each Committee member shall be assigned no fewer than five neighborhoods unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each Neighborhood Council. Each Neighborhood Council shall be instructed to assign a single individual as a contact point for all grant communications.
- D. The Committee shall design and revise the Application and Budget Calendar as needed.
- E. The Committee shall review and advise on the preparation of the “Neighborhood Council and Community Assembly Grant Program Guidelines,” and provide training as needed.
- F. All applications for funding shall be sent to the ONS. ONS will forward the applications to the Chair for distribution to the Committee before the next monthly meeting. Final and formal approval or rejection or modification of a planned expenditure and all applications shall reside with the ONS.
- G. In November, The Committee shall prepare a set of goals for the following year and share those goals with the CA.

2. Membership and Decision-Making Process

- A. The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils. Membership of committees shall be open to all interested residents and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates. Each member shall have one vote.
- B. If possible, the Committee will have at least five members, each representing a different Neighborhood Council. Proxies are not allowed – Members must be present to vote. Presence at a meeting is defined as either in person or by electronic means. A majority of members will constitute a quorum. Consensus is not required for action in the Committee – a simple majority is sufficient for action.
- C. For actions resulting in a tie with no absence (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action.
- D. Actions taken between meetings shall be kept to a minimum; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

3. Officers

- A. Two officers shall be determined by vote, consensus or by appointment by the Chair. These shall be the Chair and Secretary.
- B. Duties of the Chair:
 - 1. The Chair shall review and certify all distributions, working closely with the ONS and the assigned Committee liaisons.
 - 2. Additional duties of the Chair consist of sending out the agenda and submitted *draft* minutes for each meeting in a timely manner and managing the meetings and other administrative duties.
- C. Duties of the Secretary:
 - 1. The Secretary shall take notes at meetings and send the minutes to the Chair, so that committee members have them before the next meeting, in time to review.
 - 2. The Secretary shall send a *draft copy* of the minutes to the ONS for inclusion in the next CA meeting packet by the Monday before the next CA meeting.
 - 3. The Secretary shall keep a copy of all meeting minutes.

4. Terms

- A. Elections of officers shall occur annually in November for terms beginning the following year.
- B. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms.
- C. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, thereby assuring that at least two members of the previous year are present at the beginning of each year.

5. Meeting Schedule

The Committee shall meet monthly on the 4th Monday, at 7:00pm at an agreed upon location, or as needed, but no fewer than three times per year.

6. Reports

- A. Written reports:
 - 1. The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the *draft* minutes from the most recent meeting within one week.
 - 2. The ONS representative shall provide to the Committee the current status of every Neighborhood Council regarding applications and spending at each meeting of the Committee as appropriate or more frequently as needed.
 - 3. A yearly summary of the Budget Committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.
- B. Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forums.

7. ONS Staff Support: As Assigned