



## Community Assembly

### Policies and Procedures

Approved November 3, 2016

**I. Purpose:** The Community Assembly (CA) is a mandated coalition of recognized independent neighborhood council representatives or designated alternates (hereinafter referred to as “representatives”), recognized in Article VIII, Section 75 of the City Charter, and serves as a forum for the discussion of issues of broad interest to the neighborhoods and City.

**II. Duties and Responsibilities:** As outlined in the City Charter, the CA shall:

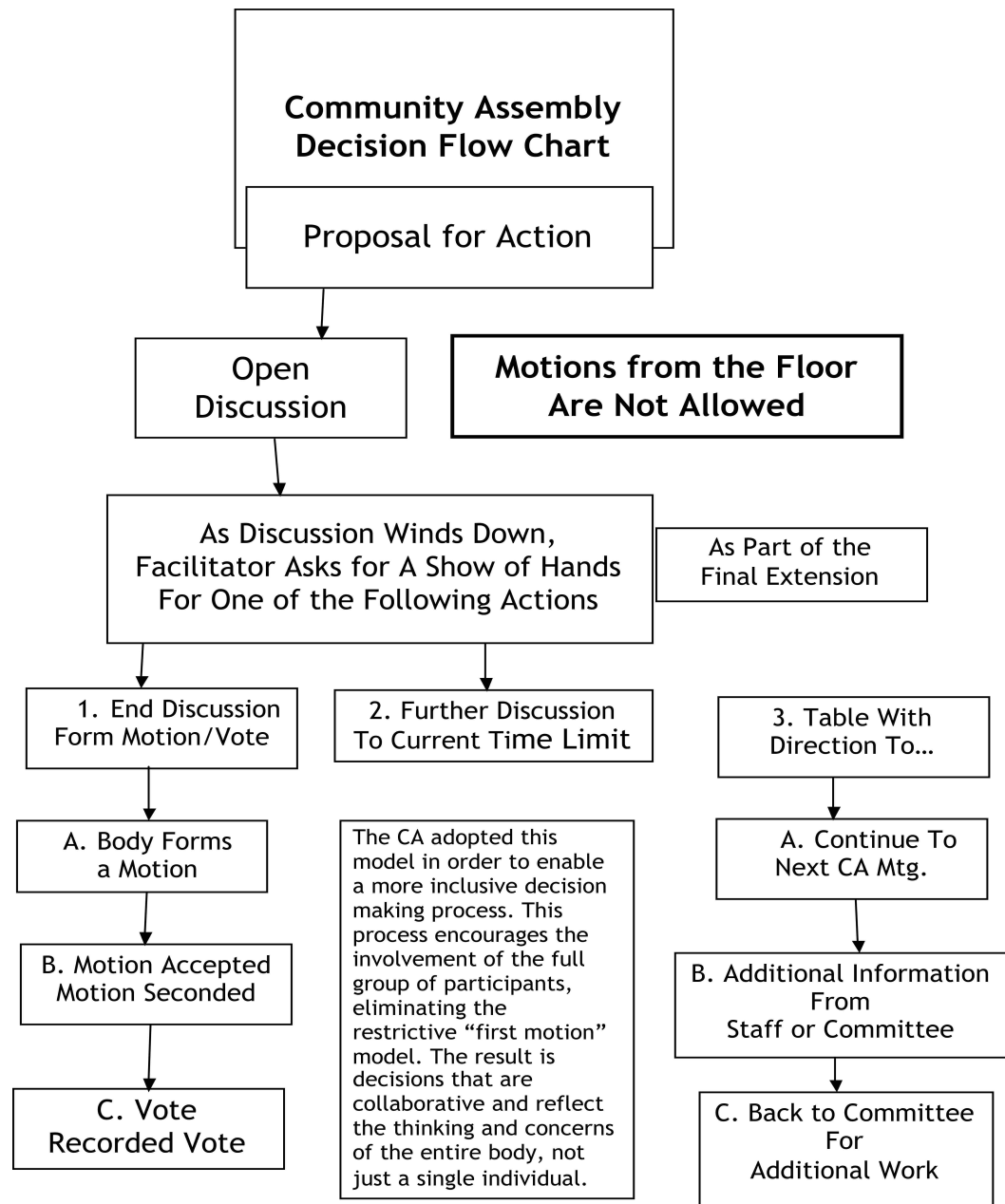
- A. Review and recommend an action, policy or plan to the City Council, neighborhood committees, the mayor, and any City agency, commission, or board on any matter affecting the City;
- B. Support and promote citizen participation and neighborhood enhancement;
- C. Promote and facilitate open communication between the City and neighborhood councils and provide a primary means of communication between individual neighborhood councils;
- D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;
- E. Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue.

**III. Membership:**

- A. Membership in the Community Assembly is available to neighborhood councils, as recognized in Article VIII, Section 73 of the City Charter.
- B. Each neighborhood council shall have one representative and an assigned alternate to operate in the absence of the representative.
- C. Each neighborhood council must submit in writing or by email, the names of their representative to the Office of Neighborhood Services as changes occur.
- D. Each neighborhood council representative has one vote.
- E. A representative may only vote on behalf of one neighborhood at a CA meeting.

#### **IV. Meetings:**

- A. A minimum of ten regular meetings shall be held annually.
- B. Meetings with the City Council shall be held a minimum of three times annually.
- C. Electronic recording of Community Assembly and Community Assembly committee meetings shall be allowed. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the meeting facilitator prior to the beginning of that meeting's business.
- D. Decision-making process: (See figure below for a graphical depiction of what follows.)
  - 1. An independent facilitator shall preside at CA meetings. In the absence of a facilitator, an Office of Neighborhood Services representative may preside. The facilitator shall act in accordance with the procedures outlined herein.
  - 2. To speak at a meeting, a person must be recognized by the facilitator and only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
  - 3. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
  - 4. As part of the final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
    - a. End discussion and move into forming the motion and voting,
    - b. Further discussion,
    - c. Table discussion with direction,
    - d. Request time to continue discussion at next CA meeting,
    - e. Request additional information from staff or CA committee, or
    - f. Send back to the appropriate CA committee for additional work.



5. All other questions regarding the running of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator can rule that person out of order. If anyone objects to any decision by the facilitator, that person can challenge the ruling of the facilitator. When this occurs, each representative and the facilitator, can speak to the challenge once and for only one minute. Then debate is ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

6. Meeting timetable protocol:

- a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and indicate a verbal notice.
- b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
- c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
- d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
- e. After two (2) extensions, if a motion is on the table, the facilitator shall call for a vote on the motion. The CA can approve, not approve, or table the discussion.
- f. If there is no motion on the table, a request may be made to either reschedule the presenter to a later meeting, or ask the presenter to stay and finish at the end of the agenda.
- g. When the allotted time has expired, a red card and verbal notice shall be given.

7. Quorum and attendance:

- a. A quorum is defined as a simple majority (50 percent + 1) of those neighborhood representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.
- b. If the representative is absent for two consecutive meetings, the Administrative Committee shall notify the Neighborhood Council of his/her absence. (See Section VI.3.)
- c. Attendance is defined as the representative or designated alternative's presence for the duration of the agenda.
- d. Absent neighborhood council representatives shall be noted in the CA minutes.

## V. CA Committees

A. The function of CA committees shall be to research issues designated by the CA and report their findings and to propose recommendations to the CA for appropriate action.

B. All committees must include a minimum of three (3) assigned representatives in order to have standing.

C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.

D. Types of committees:

1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.

2. *Ad hoc* committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An *ad hoc* committee, e.g. a grievance committee, shall sunset after its work has been completed.

E. Standing Committees

1. Administration

2. Budget

3. Building Stronger Neighborhoods

4. Community Assembly/Community Development (CA/CD)

5. Land Use

6. Liaison

7. Pedestrian, Traffic and Transportation (PeTT)

8. Public Safety

9. Retreat

F. Membership and Officers/Terms

1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.

2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chairperson and secretary.

3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.

4. Each officer of the committees must be a member of a neighborhood council.

G. Committees shall follow the CA's decision-making process. (See Section IV. D.)

H. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Each standing committee shall be encouraged to present a report in person to the CA at least once a year.

I. Recommendations from a committee shall be presented to the CA for the CA to determine appropriate action.

J. Standing Committee Policies and Procedures:

1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting.

2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See Section XI.)

## **VI. Administrative Committee:**

A. Duties: The Administrative Committee shall:

1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through an email discussion.

2. Sign CA communications.

3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.D. 7. b.)

4. Keep and maintain a yearly calendar of recurring CA business and events.

5. Manage the use of the City Council placeholder position.

B. Positions

1. There shall be five positions. An individual may serve only two terms in any one position.

2. The Chairperson shall serve as the contact person, spokesperson and signatory for the CA.

3. The Vice Chairperson shall act as the Chairperson in the absence of the chairperson.

4. The Secretary shall record minutes and keep attendance for both administrative committee meetings.

C. Qualifications: Members of the CA Administrative Committee must:

1. Be a currently serving CA representative

2. Have attended at least six (6) regular CA meetings within the last two (2) year.

3. Agree to serving at least one full term.

D. Nominations and Elections:

1. Nominating Committee shall be composed of three (3) representatives selected by the CA.

2. Representatives are not eligible to be nominated for the Administrative Committee while serving on the Nominating Committee.

3. Assumption of duties: The newly elected Administrative Committee members will assume office and duties immediately upon election.

4. Nominating Election Time Frame:

a. First month – September – form Nominating Committee.

b. Second month – October – bring back a qualified pool of potential candidates

c. Third month – November – vote by CA for Administrative Committee members.

E. Term Limits:

1. An Administrative Committee member may serve for a maximum of three (3) consecutive one-year terms.

2. A one year break in service from the Administrative committee will allow qualified candidates to be nominated.

F. Replacement of Administrative Committee members:

1. In the case of a vacancy, the CA shall elect a replacement at the earliest convenience from a qualified pool of candidates. (See Section VI. D.)

2. If the vacated position is the chairperson, the vice chairperson shall assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.

#### **VII. Logo:**

A. The Community Assembly logo is only to be used under the following circumstances:

1. By the chair of the Administrative Committee for official CA business,
  2. By a vote of the CA,
  3. By Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or
  4. By CA committee chairs and secretaries for CA committee minutes and agendas.
- B. Committee proposals not yet approved by the CA may use the logo accompanied by a "DRAFT" watermark on the document.
- C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

#### **VIII. CA Placeholder on the City Council agenda**

A. The Community Assembly placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.

B. Any committee or group of neighborhoods who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.

C. The Administrative Committee will notify the City Council of the use of the placeholder.

D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.



**IX. Boundary Changes:** The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). No recommendation shall be presented to the CA without an agreement between or among the respective neighborhoods.

**X. Amendments**

A. Establish an *ad hoc* CA Policies and Procedures Review Committee in November of each year.

B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.

C. A vote to approve any amendments will occur at the following regularly scheduled meeting.

D. Amendments require a 2/3 affirmative vote.

E. The formal amendment process described herein does not apply to the Committee Policies and Procedures documents.

**XI. Committee Policies and Procedures document**

A. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See Addendum for Template.)

**Addendum--Template**

**I. Charge:**

**II. Goals:**

**III. Membership:**

**IV. Meeting Times:**

**V. Officers and Terms:**

**VI. Reporting:**

**VII. Decision-Making Process:** Refer to the CA Policies and Procedures.

**VIII. Calendar:**