



Community Assembly
Policies and Procedures
Revised Dec. 2018

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.

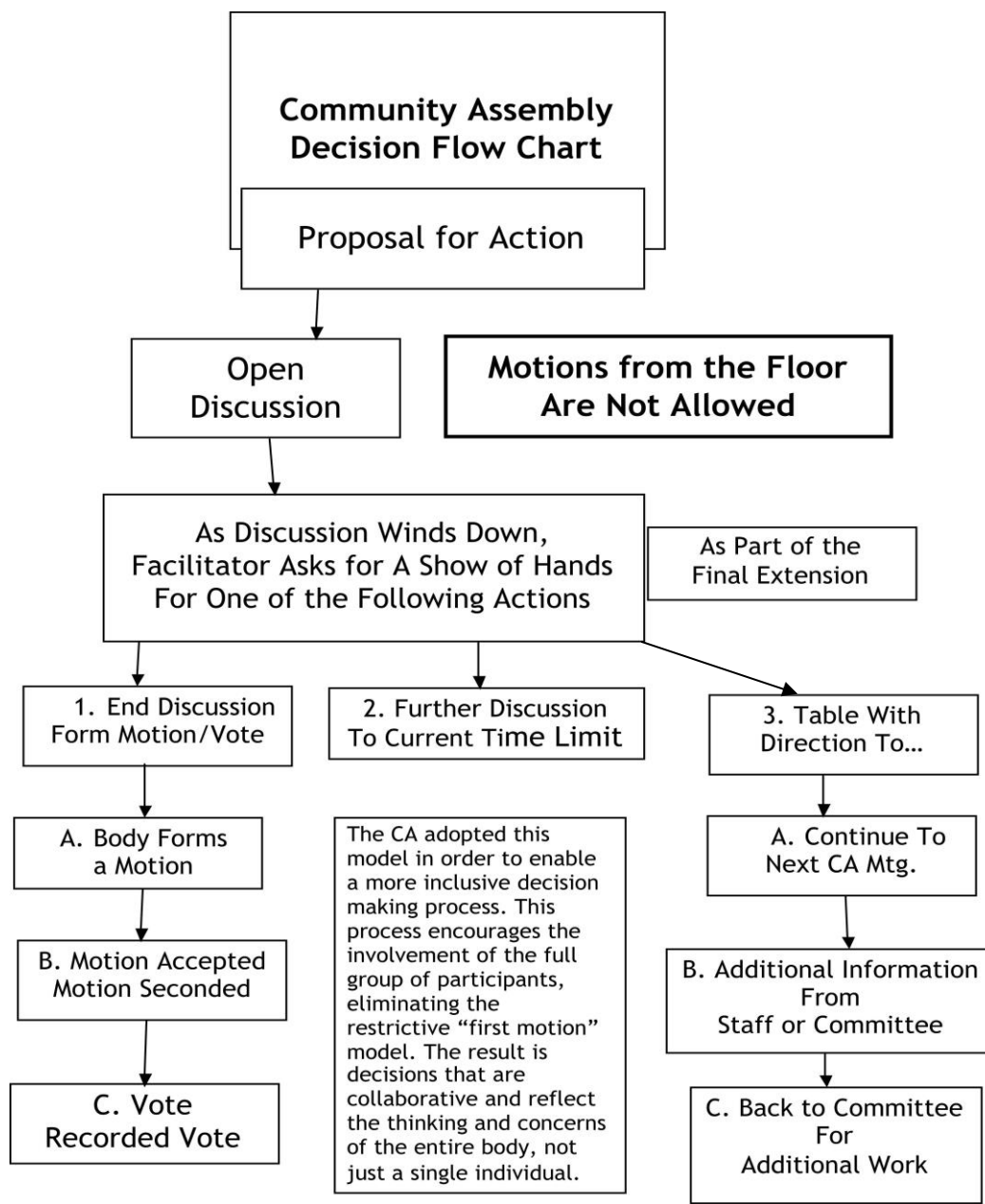
- C. Each neighborhood council must submit in writing or by email, the names of their representative to the Office of Neighborhood Services as changes occur.
- D. Each neighborhood council representative has one vote.
- E. A representative may only vote on behalf of one neighborhood at a CA meeting.

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. An abstention records a member's attendance but neither a "yes" or a "no" vote.
- c. 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.)
- d. Attendance is defined as the representative or designated alternative's presence for the duration of the agenda.
- e. 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 that may impact neighborhoods or those designated by the CA and report their findings and proposed 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.

1. Administration

2. Budget

3. Building Stronger Neighborhoods (BSN)

4. Community Assembly/Community Development (CA/CD)
5. Land Use
6. Liaison
7. Pedestrian, Traffic and Transportation (PeTT)
8. Neighborhood 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 and submit the revised document to the *ad hoc* Policies and Procedures Committee for inclusion in the main document.

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 email discussion and vote.

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:

Addendum – Standing Committees Policies and Procedures

Administration – no Policies and Procedures

A. Budget Committee Policy and Procedures - December 2015

- a. **Our Mission:** To assist Neighborhood councils financially to support and develop themselves to better serve their neighborhoods.
- b. **Duties:**
 - i. Establish and maintain publicly-sourced budget fund accounts for each neighborhood. This duty and these accounts shall be limited to review of proposals, receipt, management and distribution of funds received from formal public sources such as the Spokane Office of Neighborhood Services, or another public entity that have specific spending guidelines.
 - ii. Encourage independent neighborhood funding of all Neighborhood Council activities. However, the Budget Committee

shall not be responsible for independently funded programs wholly generated within a neighborhood.

- iii. The Committee shall research, plan and write grants for continued and future funding from any and all sources, and shall review this effort at every meeting.
- iv. Each neighborhood shall be assigned to a Committee member for direct oversight. Each Committee member shall be assigned no fewer than five neighborhoods. Oversight shall include monitoring the budget-related activities of each neighborhood. Every neighborhood shall be discussed briefly, or reported on by absent committee members, at each meeting.
- v. The Committee can counsel neighborhoods, but final approval or rejection of all proposals for funding shall reside with the funding source or agency, not with the Committee.

c. **Membership:**

(From the CA Policies & Procedures for Standing Committees) The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils with maintained voting status on the Community Assembly. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates.

Operationally, the Committee will have five members, each representing a different neighborhood, and each of the five members shall have one vote. Proxies are not allowed -- members must be present to vote. Three members shall constitute a quorum.

Consensus is not required for action in the Committee – a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (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.

Actions taken between meetings shall be avoided; 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.

d. **Officers and Terms:**

Three officers shall be determined by vote or consensus or appointment by the Chair. These shall be Chair, Secretary and Treasurer. Duties of the Treasurer shall be to review and certify all distributions, working closely with the ONS and the assigned oversight committee member. Duties of the Secretary shall be to take notes at meetings and prepare the minutes so that committee members have them *before* the next meeting, in time to review. Approved minutes are to be submitted to ONS for inclusion in the Budget Committee binder. The Secretary also submits the sign in sheet and the agenda with the minutes. The duties of the Chair consist of sending out the agenda for each meeting in a timely manner. They can be submitted by email to NeighborhoodAgendas@spokanecity.org. Elections of officers shall occur annually in December for terms beginning the following year.

The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. 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, 2016, thereby assuring that at least two members from the previous year are present at the beginning of each year.

Meeting Schedule: The Committee shall meet monthly, or as needed, but no fewer than three times per year, including one January meeting to elect officers.

e. **Reports:**

Written reports: The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the minutes from the most recent meeting within one week.

A report limited to the account status of each individual neighborhood will be sent to the Chair of that neighborhood, monthly by the committee member having oversight for that neighborhood.

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.

Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forum.

ONS Staff Support: TBD

B. Building Stronger Neighborhoods - Revised 12/06/2018

- a. **Mission Statement:** Build stronger neighborhoods by increasing the awareness and capacity of Neighborhood Councils and Community Assembly through training and education.
- b. **Membership Note:** Same for all standing committees – see Section D-Community Assembly Committees
 - I. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
 - II. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.
- c. **Voting & Quorum:** At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or

which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.

- d. **Officers and Terms:** Chair, Vice Chair and Secretary elected annually at the first meeting of each calendar year.
- e. **Meeting Schedule:** 4th Monday of each month except for December, 12:00 noon to 1pm.
- f. **Reports:** Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.

ONS Staff Support

C. Community Assembly Community Development Committee (CA/CD) Policies & Procedures - December 2018

Purpose: The CA Community Development Standing Committee will provide a forum for educating neighborhoods regarding CDBG funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.

Membership: Same as Community Assembly Policies & Procedures for Standing Committees, which are as follows:

1. Committee shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.

2. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions in addition to Community Assembly Representatives and Alternates. CA-CHHS Liaison

Voting: One vote for each Neighborhood Council in attendance.

Quorum: At minimum, representatives from three separate Neighborhood Councils and 2/3 of the committee's executive team (members of which also count toward the representation of the three separate Neighborhood Councils required), will constitute a quorum for voting purposes.

Email Polling Procedure: To facilitate the work of the committee that needs to be completed between meetings

1. In order to qualify for email polling a matter must have been discussed at a regular meeting of the committee
2. The committee must agree to the poll being used.
3. A quorum must respond to the survey and approve the action
4. The action taken will be noted in the minutes of the next regular committee meeting.

Officers and Terms: Terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.

There will be a minimum of three and up to 5 voting representatives serving on the Executive Team.

Chair: The Chair is responsible for communicating with the committee, setting the agenda with the approval of the Executive Team and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair may also call Executive meetings.

Vice Chair: The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.

Recorder: The Recorder is responsible for taking official minutes for Committee meetings and Executive Team meetings. The Executive Team may request a ONS/CE or CHHS staff member to take minutes at a regular committee meeting. The minutes will be submitted to the Chair for approval. Approved minutes will be sent ONS/CHHS support staff to be sent to the committee members in advance of the scheduled meetings, as well as a copy for the Community Assembly monthly meeting packet and the committee's record book located in the ONS/CE office.

Reports: The chair will prepare and deliver in person a report to the Community Assembly at least twice a year or more often if needed. Ideally all minutes will be forwarded to ONS for inclusion in the CA packet

Elections: Elections for the executive team will be held annually in the month of December. The Executive Team and officers take office immediately upon election.

City Liasons: Support will be offered by CHHS for HUD content and expertise, and by ONS for city department and policy expertise.

D. CA Land Use Committee Policies and Procedures December 2018

Mission Statement

As a standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions; to propose changes to policies, regulations actions and plans to the Community Assembly.

Purpose

The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

Membership

As per CA Policies and Procedures for standing committees, LUC membership is defined as follows:

1. The LUC shall maintain a minimum of three members who are members of separate NCs with maintained voting status on the Community Assembly, which represents a quorum.
2. Membership on the LUC shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA representatives.

Voting

Voting members of the CA-LUC are defined as follows:

1. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at two meetings of the last four meetings convened.
2. Anyone attending the meeting has standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by only the NC representatives with standing.

Emergency Voting

In case of emergency, the Chair may call for a vote between scheduled meetings of the CA-LUC. The pending question or vote will be sent via email format to the Executive Board members, who are required to vote via email.

Leadership

An Executive Board serves as the leadership of the CA-LUC and is defined as follows:

1. Executive Board members must maintain voting eligibility.
2. Terms of one year in length. Qualified individuals may serve in any one position for no more than two terms. Term limits may be waived if there are no other persons available to serve on the Executive Board.
3. There may be up to five members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit.

4. **Chair.** The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, and facilitating LUC meetings. In the absence of designated positions, the Executive Committee shall set the meeting agenda. A member will be designated to report to the CA after such report is approved by the LUC. The Chair may also call and serve as facilitator of Executive Board meetings.
5. **Vice Chair.** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and attendees are signed in for voting purposes. During votes, the Vice Chair is responsible for counting and identifying the official votes. Note: Eligible voting member neighborhoods will be identified on the previous minutes and current agenda.
6. **Recorder.** The Recorder is responsible for keeping official minutes for all LUC and Executive Board meetings. The Recorder will forward the minutes to ONS to distribute to LUC members one week in advance of the regularly scheduled LUC meetings.
7. **Other Executive Board Positions.** Other positions may be appointed by the Chair and by vote of the Executive Board.

Elections

Elections for the LUC Executive Board leadership will take place annually in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.

ONS Staff Support: TBD

E. Community Assembly of Spokane Neighborhood Councils Liaison Committee Policies and Procedures (December, 2018)

A. Committee Charge

Maintain the city-established positions on advisory boards and commissions related to the Community Assembly.

B. Functions

The committee will (1) keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities; (2) manage and recommend as necessary liaison and representative member appointments and reappointments according to term limit provisions; (3) engage in periodic evaluations of liaison and representative activities; and (4) monitor their timely reporting to the Community Assembly.

C. Membership

The committee operates with a minimum of three individuals who are members of different neighborhood councils.

D. Meetings

The committee meets as needed to accomplish its functions at the call of the chair or of two members. For the convening of a meeting, a quorum is a majority of members.

D. Officers and Terms

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices

and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

E. Decisions

For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. An affirmative vote on a matter submitted to all committee members by e-mail requires unanimous consent to the text of a resolution.

F. Selection Standards

Selections for nomination by the Community Assembly to liaison and membership positions allocated to the Community Assembly by city code will be neighborhood council members in good standing who are qualified for the positions and acknowledge the responsibilities the positions entail.

ONS Staff Support: TBD

F. Community Assembly of Spokane Neighborhood Councils Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (December, 2018)

A. Committee Charge:

Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.

B. Committee Function:

The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.

C. Focus Areas:

The committee from time to time may identify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and may be reduced to four or fewer.

D. Participation and Attendance:

Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.

E. Meetings and Notice:

The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list maintained by Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates

of three different neighborhood councils in good standing with the Community Assembly.

F. Quorum and Decisions:

A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings. For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.

G. Officers and Terms:

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

H. Advisory Position Selection

The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively Transportation Benefit District Resolution 2010-02 and City Council Resolution 2014-0078. The committee will work in conjunction with the Liaison Committee as from time to time may become necessary to nominate individuals to occupy these positions who are members of neighborhood councils in good standing and who agree to regularly report to the committee and the Community Assembly.

G. NEIGHBORHOOD SAFETY COMMITTEE POLICY AND PROCEDURES

December 2018

Mission / Purpose Statement: The Community Assembly Public Safety Committee will research issues involving public safety as directed by the Community Assembly, as requested by City Departments or Committee Members and provide recommendations on these issues to the Community Assembly.

Membership: Same as Community Assembly Policies & Procedures for standing committees which are as follows

1. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly. 2. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Representatives and Alternates.

Voting and Quorum: At minimum, representation from three separate Neighborhood Councils and 2/3 of the executive team (members of which can also count toward the representation of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.

Officers and Terms: The committee will have a minimum of three officers. Chairperson, Vice-Chairperson and Secretary. Elections will be in November for a term of one year.

Meeting Schedule: The committee meets the 4th Tuesday of each month, January through November. Additional meetings may be called as necessary.

Reports: Community Assembly Policy and Procedures require a report from standing committee once per quarter or more often if requested by the Community Assembly.