

Community Assembly

Policies & Procedures

May, 2014

I.) Purpose: The Community Assembly (CA) is a mandated coalition of recognized independent neighborhood councils and serves as a forum of discussion of issues of broad interest to the neighborhoods and City.

II.) Duties and Responsibilities: As outlined in the City Charter the CA will

- a. Review and recommend an action, policy or plan to the city council neighborhood committee, the city council, the mayor, the City 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.) Meetings:

- a. A minimum of ten regular meetings will be held annually.
- b. Meetings with the City Council Committee on Neighborhoods will be held a minimum of three times annually.
- c. A quorum is defined as 50% of recognized neighborhood councils having maintained voting status. "Maintained voting status" is defined as having voting rights and having met the Attendance Requirement (see section V,d)
- d. Electronic recording of Community Assembly and Community Assembly sub-committee meetings:
 - i. Electronic recording shall be allowed.
 - ii. If a recording is to take place it shall be disclosed by the recorder, including members of the media, and announced by the facilitator of the meeting prior to the beginning of that meeting's business.
- e. CA Rules of Order:
 - i. To speak at a meeting, a person must be recognized by the facilitator only one person can be recognized at a time.
 - ii. A main motion must be made and seconded before discussion can begin on any proposal for action.

- iii. Only three things can happen to a main motion: It may be amended, tabled, or either adopted or rejected.
 - 1. An amendment can be debated, amended itself, and finally adopted or rejected by a majority vote. If it is rejected, the debate returns to the main motion.
 - 2. A motion to table requires a majority vote. If a main motion is tabled, it cannot be brought up again at that meeting.
 - 3. The main motion (as amended) can be adopted, or rejected by a majority. Once the main motion has been voted upon, there can be no further discussion of it.
 - iv. After sufficient debate has taken place on an amendment or a main motion, anyone can “call the question” –i.e. move to end debate and proceed immediately to a vote. This can be done either informally or formally.
 - 1. If the question is called informally, the facilitator asks if everyone is ready to vote. If there is no objection, an immediate vote is taken, with no debate allowed.
 - 2. If someone objects to ending the debate, an immediate vote with no discussion allowed is taken. If two-thirds wish to end the debate, then no more discussion is allowed. If less than two-thirds vote to end debate, then discussion continues until someone else calls the question.
 - v. A motion to adjourn a meeting can be made at any time. There is an immediate vote, with no debate allowed. If a majority wishes to adjourn, then the meeting is adjourned. If less than a majority wish to adjourn, then the meeting continues.
 - vi. All other questions regarding the running of the meeting shall be decided by the facilitator on the basis of common sense. If someone tries to speak out of turn or disrupt the meeting in any way, 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 voting participant, including 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. If the majority upholds the ruling of the facilitator, then the meeting proceeds. If the majority votes to reject the ruling of the facilitator, then the facilitator must announce a different decision, which can also be challenged if it is not acceptable.
- f. Meeting timetable Protocol:
- i. When a presenter has one minute left in the time allotted the facilitator will raise a yellow pennant and indicate a verbal notice.

1. Should any Neighborhood Representative wish to extend the time of the presentation or comment/question period they may make a motion to extend the time by 5 minutes.
 2. An immediate call will be made for a show of hands in support of the extension of time. If a majority of 50% plus 1 is presented the time will be reset by the amount of time requested.
 3. Extensions will be limited to (2) two or until a request fails to show a majority approval. After (2) two extensions, 1) if a motion is on the table, the facilitator will call for a vote on the open motion to either a) approve or not approve, or b) to table the discussion; 2) if there is no motion on the table, a request may be made to either (1) reschedule presenter to a later meeting, or (2) ask presenter to stay and finish at the end of the agenda.
- ii. When the allotted time has expired, a red pennant and verbal notice will be issued.
- g. An independent facilitator shall preside at CA meetings.
 - i. In the absence of an independent facilitator, ONS may temporarily act as the facilitator.

IV.) Membership:

- a. Membership of the Community Assembly is available to neighborhoods recognized under Article VIII, Section 73 of the City Charter.
- b. Each neighborhood council will have on designated CA representative at the table 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 designated CA representative and assigned alternate to the Office of Neighborhood Services as changes occur.
- d. Each neighborhood council has one vote
- e. A designated CA representative or assigned alternate may only vote on behalf of one neighborhood at a CA meeting

V.) Attendance Requirement:

- a. Attendance is required for designated CA representatives or an assigned alternate at regular meeting of the CA in order for a neighborhood to have maintained voting status.
- b. Attendance is defined by the designated CA representative or an assigned alternate's presence for the duration of the legislative agenda as set for the CA meeting's agenda.
- c. Absence of a neighborhood's designated representative or assigned alternate at any regular meeting of the CA will be followed with notification by the CA Administrative Committee to the executive committee of the absent neighborhood council.
- d. For quorum and voting calculations, two consecutive absences will cause a neighborhood to lose the status of having maintained voting status. Maintained voting status will be reinstated at the next regular CA meeting attended.
- e. Absent neighborhood councils will be noted in the CA minutes.

VI.) Community Assembly Committees:

- a. Committee Function: The function of CA committees shall be to research and report their findings and to propose recommendations to the CA for appropriate action.
- b. Committee Formation:
 - i. All committees must have a minimum of three (3) assigned CA representatives or designated alternates from separate neighborhood councils in order to be formed.
 - ii. When a committee is established by the CA one of the forming representatives will be appointed interim chairperson by the CA.
- c. Types of Committees:
 - i. Standing committees are committees established for ongoing work to address citywide neighborhood issues.
 - ii. Ad Hoc committees/sub committees are committees established under standing committees or as termed committees by the CA to address specific issues if they do not fit within the purpose of any standing committee.
 - iii. Other committees: The CA Administrative Committee's purpose and procedures are outlined specifically in the CA Policies and Procedures under Section VII Administrative Committee.
- d. Committee Membership:
 - 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 of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA representatives and alternates.
- e. Officers:
 - i. Each committee will have a minimum of two (2) elected officers. These officers will be a chairperson and secretary.
 - ii. Officers will be elected at the first meeting of the Committee and as determined by the committee thereafter.
 - iii. A minimum of one officer on each CA committee must be a member of a neighborhood council with maintained voting status on the CA.
- f. Voting:
 - i. Each committee will determine their voting model and what constitutes a voting member.
- g. Reports:
 - i. Each active committee will present a report to the CA on a quarterly basis or more often if requested by the CA.
- h. Standing Committee Addendum: All committees designated as standing committees will complete a standing committee addendum to be a part of the CA Policies and Procedures in which their purpose statement containing their directive by the CA and

operating procedures will be set forth. The addendum will be kept up to date by the committee.

VII.) Administrative Committee:

- a. Nominations and Elections:
 - i. Nominating Election Time Frame:
 1. First month – September – form Nominating Committee
 2. Second month – October – bring back a qualified pool of potential candidates
 3. Third month – November – vote by CA for Administrative Committee Members
 - ii. Nominating Committee Membership:
 1. A minimum of three (3) CA representatives and/or alternates from different neighborhoods
 2. Representatives and/or alternates are not eligible to be nominated for the Administrative Committee while serving on the Nominating Committee
 - iii. Assumption of Duties
 1. The newly elected Administrative Committee Members will assume office and duties immediately upon election
- b. Qualifications: members of the CA Administrative Committee must
 - i. Be currently serving as a designated CA representative or assigned alternate with maintained voting status
 - ii. Have attended six (6) regular CA meetings within the last 2 years
 - iii. Agree to commitment when contacted by a Nominating Committee Member
 - iv. Be the only designated CA representative or assigned alternate from a neighborhood council serving on the Administrative Committee
- c. Term Limits:
 - i. A maximum of three (3) consecutive one year terms
 - ii. A one year break in service from the Administrative committee will allow qualified candidates to be nominated
- d. Positions: There shall be five positions for a term of one year. An individual may serve only two terms in one position.
 - i. Chairperson: Contact person, spokesperson and signatory for the CA
 - ii. Vice Chairperson: operates in the absence of the chairperson
 - iii. Recorder: records and keeps attendance for administrative committee meetings
 - iv. Two (2) members at large
- e. Duties: The Administrative Committee shall
 - i. Set CA meeting agendas
 - ii. Sign CA communications
 - iii. Notify neighborhood council executive committees of the absences of a CA representative or assigned alternate at regular CA meetings. (see section V, c)

- f. Electronic Voting Authority Granted: In the time between an Admin Committee meeting and the next scheduled CA meeting, the Admin Committee may adjust the draft agenda through an email vote.
- g. Replacement and Removal of Committee members
 - i. Replacement
 - 1. In the case of a vacancy on the Administrative Committee, the CA will elect a replacement at the earliest convenience from a qualified pool of candidates (see section VII, b)
 - 2. If the vacated position is the chairperson of the Administrative Committee, the vice chairperson will assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.
 - ii. Removal
 - 1. Automatic: Removal is automatic if a member of the Administrative Committee ceases to be a member of their recognized neighborhood council.
 - 2. Other:
 - a. A petition signed by at least one-third of the CA representatives or assigned alternates of neighborhood councils with maintained voting status may bring the removal of an administrative committee member to a vote of the CA.
 - b. The vote is to be taken at the following regular CA meeting and requires a simple majority based on the total number of neighborhood councils with maintained voting status.
 - c. Notice will be given to the Administrative Committee member at least 15 days prior to the CA meeting at which the petition will be coming to a vote.

VIII.) Representing the Community Assembly:

- a. CA Logo:
 - i. 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 designating its use; or
 - 3. by ONS, on behalf of the CA, for official CA communications and publications.
 - 4. by CA committee chairs & secretaries for CA committee minutes & agendas
 - ii. Use of the logo by an individual is not allowed without permission of the CA membership or Administrative Committee.

- iii. Committee proposals not yet approved by the CA may use the logo accompanied by a “DRAFT” watermark on the document.
- b. CA Placeholder: The Community Assembly placeholder shall be used for reports and statements that have received majority approval of the CA.
 - i. Any committee/group of neighborhoods preparing a position paper on behalf of the CA, will request the Administrative Committee for time on the CA agenda to present to the body for feedback and majority approval of their presentation and presenter at a regularly scheduled CA meeting.
 - ii. Exception: In time sensitive issues, the Administrative Committee may approve a report by four (4) affirmative votes. In this instance, the report will not be considered to be representative of the entire CA. 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). When agreement between the respective neighborhoods cannot be reached, no recommendation shall be presented from the CA.

X.) Grievances: The grievance process is adopted to provide accountability of the Community Assembly and its members to the community we work to represent.

- a. Grievances may only address violations of the Community Assembly Policies & Procedures or CA Rules of Order by the CA or its members.
- b. Grievances must be submitted in writing to the Administrative Committee and the Office of Neighborhood Services & Code Enforcement and must include the following information:
 - i. Name, address, email and phone number for the individual or organization submitting the grievance
 - ii. Description of the violation with specific citation of Community Assembly Policies & Procedures and/or CA rules of Order
 - iii. A proposed remedy or solution
- c. After a grievance is received the Administrative Committee will set time on the next CA agenda to form a grievance committee.
- d. A grievance committee is responsible for the consideration and recommendation of remedy for all grievances to the CA.
 - i. The following individuals will make up the grievance committee:
 - 1. One member of the CA administrative committee (this member will serve as the grievance committee chairperson)
 - 2. One CA representative/alternate having maintained voting status from each city council district
 - 3. One neighborhood council chairperson
 - ii. Grievance committee members will be appointed and confirmed by a CA vote at the regular meeting immediately following submission of each grievance.

- iii. Individuals will be ineligible to serve on the grievance committee in the event that:
 - 1. They are the individual or a party to the neighborhood/organization that submitted the grievance
 - 2. They are specifically named in the grievance
 - 3. Any conditions exist that may present a conflict of interest
- iv. The grievance committee will hold an open meeting to discuss the grievance after having given at least one week notice to all parties involved of the meeting time and place.
- v. The meeting will be chaired by the Administrative Committee representative. It is the responsibility of this individual that all parties involved have equal opportunity to address the Grievance Committee.
 - 1. The grievance committee may choose by majority vote to enter into an executive session for the purpose of determining their recommendation to the CA.
- vi. The grievance committee will make a recommendation regarding whether or not the grievance is valid and propose a solution to the CA
- vii. The chair of the grievance committee will provide written notification to all parties involved of the committee's recommendation to the CA within one week of the meeting at which the grievance was discussed. The recommendation will also be presented at the next regularly scheduled CA meeting.
- viii. The CA may choose to either accept or reject the grievance committee's recommendation, but may not make any changes.
- e. The grievance committee is dissolved automatically following the vote to accept or reject their recommendation by the CA.

XI.) Amendments to Policies and Procedures:

- a. Establish a policy and procedures review committee
- b. Amendments to these policies and procedures shall be presented at a regular CA meeting in written form to the assigned representative or assigned alternate present and voted on no sooner than the following regular meeting of the CA.
- c. A two-thirds vote of the CA by representatives or assigned alternates with maintained voting status is required to approve amendments.

XII.) Sub Committee Policy/Mission Statements: