

Community Assembly
Liaison Committee
Policies and Procedures [DRAFT]
June 10, 2016

A. Committee Charge

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

B. Functions

The committee will keep profiles of the current liaison and representative positions up to date, manage as necessary new liaison and representative appointments and reappointments according to term limit provisions, engage in periodic evaluations of liaison and representative activities, and monitor their timely reporting to the Community Assembly.

C. Membership

No fewer than three individuals representing different neighborhood councils.

D. Meetings

The committee meets monthly or as needed to accomplish its functions. The committee annually will agree a day-of-the-month regular meeting date and report it to the Community Assembly for the master calendar. Currently the committee's meeting date is the second Friday of the month, or the Friday after the monthly Community Assembly meeting.

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 choice at a meeting convened with notice, the committee will decide 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.