

**Community Assembly of Spokane Neighborhood Councils
Liaison Committee
Policies and Procedures (September, 2016)**

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 monthly or as needed to accomplish its functions. For the convening of a meeting, a quorum is a majority of members. The committee annually will agree a day-of-the-month regular meeting date and report it to the Community Assembly for the master calendar. The committee's meeting date in 2016 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 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.