

WORKPLACE ADVISORY COMMITTEE
Meeting Protocols

Last updated Fall 2018

- I. PROCEDURAL RULES. The Chair shall ensure fair and balanced participation by all members. Where necessary and not in conflict with other legal requirements, *Robert's Rules of Order, Newly Revised*, shall be applied to the extent practical.

- II. LEADERSHIP.
 - A. CHAIR—
 1. SELECTION. The Committee shall select one of its members to serve as its Chair who shall, when present, officiate over its business meetings and other proceedings. The Chair retains the same rights, duties, and privileges as other members, including the right to introduce business, to speak in debate, and to vote on all matters.
 2. DUTIES. It shall be the duty of the Chair to:
 - a. Oversee the preparation of an agenda for each business meeting in conjunction with the lead Civil Rights Department staff coordinator and facilitators;
 - b. Convene each business meeting at the appointed time and, in the presence of a quorum, proceed to the matters to be presented;
 - c. Preserve order and ensure a fair and balanced opportunity for all members to contribute meaningfully to the work of the Committee, which includes (but is not limited to) the ability to propose motions, to engage in discussion or debate, and to express their opinions or positions in an atmosphere defined by collegiality and respect;
 - d. Impartially determine and declare the will of the majority; and
 - e. Perform other duties assigned by the Committee.

 - B. VICE-CHAIR. The Committee shall select one of its members to serve as its Vice-Chair, who shall officiate over the business meetings and other proceedings in the absence or temporary disability of the Chair. The Vice-Chair retains the same rights, duties, and privileges as other members, including the right to introduce business, to speak in debate, and to vote on all matters.

- III. MEMBERS. The Committee is composed of sixteen (16) voting members appointed by the Mayor and City Council.
 - A. Regular Members. The stakeholder organizations listed below constitute the regular members of the Committee and shall have the right to full participation in all proceedings and the right to vote on all proposals, motions, and other matters properly in its possession. Each stakeholder organization appoints a member representative to vote on its behalf. Other individuals from stakeholder organizations may attend meetings and participate but may not vote on behalf of the stakeholder organization.

SEAT	MEMBER NAME	STAKEHOLDER ORGANIZATION
Business Association		Metro Independent Business Alliance
Business Association		Main Street Alliance
Mid to Large Employer		Target
Small/Independent Business		Eureka Recycling
Small/Independent Business		Sneaker Clinic
Not for Profit		Minnesota Council of Nonprofits
Employee		UNITE HERE
Employee		CTUL
Employee		15 Now
Employee		TBD
Employee		Take Action MN
Organized Labor		SEIU Minnesota State Council
Organized Labor		Minneapolis Regional Labor Federation
Park Board		Minneapolis Park Board
Public Employee		TBD

C. **Duties of Members.** To ensure an effective group process facilitating fair and balanced input from all stakeholders, the following norms and expectations are established members of the Committee. It is the responsibility of all members—

1. To treat each other, staff, and members of the public with courtesy and respect, to practice civility, and to avoid offensive or negative comments and inappropriate behavior;
2. To be candid with each other about opinions, perspectives, and positions and valuing those expressed by others, to keep comments concise and on-topic, and to frame proposals in ways that focus on issues and not on individuals or personalities;
3. To value each other’s time by starting and ending meetings on time, working from a set agenda, and being present, attentive, and prepared for all meetings, and to assist the presiding officer in maintaining order and a collaborative group environment;
4. To attempt to build consensus on issues through open and constructive dialogue but, when this is not possible, allowing the majority to decide the issue while allowing the minority to dissent from, protest, or comment upon such issues; and
5. To set clear, realistic expectations on staff resources and time when requesting action.

IV. **NOTICE.** Committee meetings will be held every second Monday of every month at 4:00 pm unless otherwise indicated. Notice of any meeting cancellations or changes should be noticed on the city’s website and should be sent to each member by email as soon as practicable.

V. **QUORUM.** Eight (8) regular members of the Committee shall constitute a quorum. Quorum may be adjusted if and when regular membership of the committee increases or decreases.

VI. **MEETINGS.**

A. **LOCATION.** Unless otherwise noticed, business meetings shall be held in downtown Minneapolis at City Hall, 350 S. Fifth Street, Room 241 (Civil Rights Department).

B. **PUBLIC ACCESS.** Business meetings shall be open to the public, and accommodations shall be provided to assure the fullest access possible to its proceedings. Notice of monthly

meeting schedule will be posted on the city's website. In the event of a disturbance or conduct disruptive to the proceedings, the presiding officer may remove the individual(s), or may recess the meeting until such time as order may be restored.

C. BUSINESS MEETINGS. The following order of business shall be observed for regular business meetings:

1. Call to Order
2. Acceptance of Minutes
3. Public Comment (if any, and if accepted)

The Committee may provide the opportunity at its business meetings for the acceptance of public comments related to its purpose and, if allowed, may define rules under which such comments will be accepted.

4. Report from the Chair, if any
5. Reports from Committees, if any
6. Unfinished Business
7. New Business
8. Adjournment

D. AGENDAS. An agenda for each business meeting shall be prepared by the Department Civil Rights lead staff coordinator and facilitators under the direction of the Chair. The final agenda for each business meeting should be distributed to all Committee members prior to the scheduled start of the business meeting and copies made available at the meeting upon request.

E. OTHER FORUMS. The Committee may organize and conduct other forums to study matters and engage community connected with the Committee's purpose, including forums to receive reports from subject-matter experts or to accept public commentary, and similar matters.

VII. COMMITTEES. The Committee may establish, appoint, and determine the duties of such committees or other subordinate bodies as it deems necessary to the accomplishment of its purpose. To the extent practicable, these rules shall apply to any committees established by the Committee.

VIII. VOTING. The Committee shall formally declare its will or expressed position through a vote that is passed in the affirmative by at least a majority of its members. Except where required by applicable laws or procedural rules, a "majority" is interpreted to mean a majority of members actually in attendance and participating at the time the vote is taken, assuming a quorum. Unless otherwise directed, voting shall be done by voice vote; however, when necessary or at the request of any member, the presiding officer may order a recorded vote or email vote, the results of which shall be recorded in the minutes of a business meeting.

IX. MINUTES AND FILES. City staff, in cooperation with the Committee Chair and Vice-Chair, shall record actions and decisions taken on behalf of the entire group by consensus at each business meeting in the form of action minutes. After approval, the minutes, together with any papers,

presentations, and petitions from each business meeting, shall be filed with and made available for public inspection through the Department of Civil Rights.