Neighborhood and Community Engagement Commission Bylaws

Adopted – February 26, 2013
Amended – January 26, 2016
Amended – January 29, 2018
Amended & Approved – June 26, 2018

1. Establishment

On September 26, 2008, the City Council adopted Resolution 2008R-402 that established a Neighborhood and Community Engagement Commission (NCEC) with responsibilities to advise the Mayor, City Council, and City departments on community participation policies and processes to systematize community input into City processes. On December 16, 2011, the City Council adopted Resolution No. 2011R-668 Amending and Restating Resolution 2008R-402 entitled Establishing a Neighborhood and Community Engagement Commission, passed September 26, 2008.

2. Vision

The Vision for the Neighborhood and Community Engagement Commission is a City and community engagement process that increases inclusiveness, empowerment and greater opportunities for participation by all community members of the City of Minneapolis.[1]

3. Purpose/Mission

The NCEC in its advisory capacity shall serve to engage and advocate for the neighborhoods and community in their deliberations with the City Departments, City Council and Mayor, shall deliberate and make recommendations to the NCR Department, City Council and Mayor around issues specific to the NCEC scope of authority and responsibility as defined by the City Council and approved by the Mayor in Resolution No. 2011R-668, adopted December 16, 2011.

3.1. Part One

The City Council determined in Resolution No. 2011R-668 that the roles and purpose for the Commission going forward shall be:

3.1.1. Partner

In collaboration with the NCR, study issues, courses of action, policies and programs that affect the quality of life for City residents and make recommendations for improvements to City departments and the City Council as they pertain to community participation policies and delivery of services while integrating the voice of residents into the City's decision-making processes;

3.1.2. Appeals, Grievances and Designation

Consider appeals from neighborhood organizations regarding funding decisions involving the City funded programs administered by NCR, including the Community Participation Program (CPP) but excluding any NRP plans. The Commission will hear grievances appeals from grievants who are unable or unsatisfied with their neighborhood organization's grievance

[1] The Bylaws Committee recommends to the NCEC that it develops a process to review its mission, vision and strategic goals. (3/27/18)

process. NCEC will recommend to the City any necessary corrective remedies. The Commission will designate the recognized neighborhood organizations in the City; Create Policy. Establish community engagement policies for the City's neighborhood programs, excluding Phases I and II of the Neighborhood Revitalization Program, which promote more representative neighborhood organizations;

3.1.3. Cultivate Relationships
Serve as liaisons between the City of Minneapolis and community and neighborhood organizations. In this role the Commission shall make every effort to ensure that the concerns represented reflect the diverse viewpoints and interests of the residents of Minneapolis;

3.1.4. Increase Participation
Advise the City Council on policy matters to build the capacity of underrepresented groups in order to increase their participation in the civic governance of the City, expand the ability of neighborhood organizations to engage diverse neighbors, and assist in building partnerships with communities and groups that often do not participate in the formal neighborhood system, such as communities of color, new Americans and refugees as well as low income residents;

3.1.5. Broaden Representation
Develop a five-year community engagement policy plan to increase the number and diversity of people involved in their communities and seated to both City boards and Commissions. This participation contributes to and strengthens the vitality of community capacity and increases the impact of the community on public decisions;

3.1.6. Give Voice
Promote broader engagement, increase inclusion, and identify/remove barriers of participation by fostering a sense of community and helping all residents address specific concerns via the NCR department and the Commission;

3.1.7. Review
Review the Neighborhood and Community Relations department business plan, the Blueprint for Equitable Engagement.

3.2. Part Two

The commission will hear grievances regarding the City of Minneapolis funded programs One Minneapolis regarding actions taken by other culturally and ethnically diverse groups and recommend to the city any necessary corrective remedies, where the City Council has funded programs of those groups or entities.

4. Reporting

The Neighborhood and Community Engagement Commission (NCEC) shall prepare and submit reports on its activities, at a minimum annually, to the City Council's Health, Environment, Civil Rights and Engagement Committee, the neighborhood organizations, and the community.

5. Evaluation

The NCEC shall at least annually—and more often if desired—evaluate the performance of itself, the executive committee and the Chair. The NCEC shall conduct exit interviews with all departing commissioners. [2]

6. Membership

The Commission consists of 16 membership seats. The length of membership term is 24 months with a limit of three (3) consecutive two-year terms.

6.1. Appointed Membership

Eight members appointed using the City's open appointments process and a public hearing:

- Five members appointed by the City Council of the City of Minneapolis; and
- Two members appointed by the Mayor of the City of Minneapolis;
- One member appointed by the Minneapolis Park and Recreation Board;

One Mayoral appointment and 3 City Council appointments will be appointed in even number years.

One Mayoral appointment, 2 City Council appointments and One Minneapolis Park and Recreation Board appointment will be appointed in odd number years.

6.2. Elected Membership

Eight members elected by the City's officially recognized neighborhood organizations through a process defined by the officially recognized neighborhood organizations. The NCEC will maintain a record of the current election process for neighborhood organizations.

The representatives elected by neighborhood organizations shall be eight residents of the City of Minneapolis, selected in accordance with the process defined by the City's officially recognized neighborhood organizations.

Half of the members will be elected in even numbered years.

Half of the members will be elected in the odd numbered years.

6.3. Terms of Membership

All members elected or appointed shall begin their terms in July and the process to elect or appoint each members shall be based on this start date.

Membership shall reflect the diverse interests and perspectives of the Minneapolis community. The recruitment process shall be designed to ensure diversity of representation and ideas. The process will consider the City's commitment to civil rights affirmative action and geographic distribution wherever possible.

[2] Amended June 26, 2018

7. Attendance Requirements

7.1. Absences

Commissioners are expected to attend all regularly scheduled meetings of the NCEC and the task forces on which the Commissioner serves. Three excused absences from regular meetings during a term year (July to June) may result in termination of membership with the exception of leaves of absences approved by the Executive Committee.[3]

7.2. Removal

After three consecutive absences from a committee or task force, the committee or task force chair will recommend replacement of that member on the committee or task force. After the second consecutive absence the committee or task force Chair shall notify the member that after a 3rd consecutive absence the commissioner will be removed.[4]

8. Time Commitment

The estimated time commitment for regularly scheduled and other meetings is sixteen (16) to twenty (20) hours per month.[5]

9. Membership in Good Standing

All NCEC members shall be aware that they represent the community at all times. If it is found that a member exhibited behaviors that reflect negatively on the NCEC, actions up to and including recommendation to the appointing or electing authority for removal from the NCEC may result.

10. Resignation

Written notification of resignation shall be directed to the Chair and Secretary of the NCEC and the Chair shall notify the Director of the NCR Department. The Chair shall direct the NCR Director to notify the appointing or electing authority and NCEC Commissioners within 48 hours[6] from receipt of the written resignation.[7]

11. Vacancy

The same procedure used in appointing or electing new members shall be used in filling vacancies. Replacements will serve out the remainder of the term of the member who has left the commission. All vacancies shall be filled within 90 days.[8]

12. Quorum

A quorum of the NCEC shall consist of a majority (51%) of the current seated members.

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[3] Amended January 26, 2016
[4] Amended June 26, 2018
[5] Amended June 26, 2018
[6] Amended June 26, 2018
[7] Amended January 26, 2016
[8] Amended June 26, 2018

13. Governance

13.1. Prerequisites

The Minneapolis City Council Resolution 2011R-668 establishing the NCEC does not prescribe a decision-making model. Section 9 of the enabling resolution, entitled Selection of Officers, specifies that a Chair, Vice Chair and any other officers shall be selected annually by the 16 commission members.

13.2. Decision-Making Process by Majority Rules

The NCEC and its task forces shall use majority rule for the deliberations and decision making. The NCEC and its task forces shall use Robert's Rules of Order, newly revised. The NCEC shall use democratic principles in its deliberations and decision making. This is government by the consent of governed.

13.3. Election of Officers

13.3.1. Executive Committee Composition

The NCEC Executive Committee shall consist of a Chair, a Vice- Chair, a 2nd Vice-Chair, and a Secretary. Gender balance should be encouraged.

13.3.2. Executive Committee Election

The Executive Committee members shall be elected annually. Prior to the July meeting the NCEC shall conduct a mandatory installation and orientation meeting where new and returning members shall have the oath or affirmation of office administered and shall receive the NCEC Commissioner Handbook.[9] Election of Executive Committee members shall occur at the July meeting if this requirement is met[10], otherwise the Executive Committee elections shall be postponed to the August meeting[11].

13.3.3. Election Process

The Executive Committee shall be elected by a majority vote of the seated Commissioners present on the date of election. Proxy voting is prohibited. Voting for executive committee members shall be done by paper ballot[12].[13]

13.3.4. Terms

Executive committee members shall serve one-year terms. Executive committee members and may be re-elected.

13.3.5. Committees

NCEC Executive Committee Members may be seated on as many committees as they may desire, NCEC Executive Committee members are allowed to serve as Chair or Co-Chair on only one NCEC committee unless approved by the full NCEC.[14]

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[9] Amended June 26, 2018
[10] Amended January 26, 2016
[11] Amended June 26, 2018
[12] Amended January 25, 2014
[13] Amended January 26, 2016
[14] Amended June 26, 2018.

13.3.6. Nominations

Commissioners may self-nominate or be nominated to a position by a fellow Commissioner. Any Commissioner nominated by another person must accept the nomination before voting begins. Commissioners need not be present to be elected. A commissioner absent on the day of the elections, but who desires to be considered for an executive committee position, must provide written documentation denoting their acceptance of a nomination for the position(s) for which they are being nominated.

13.3.7. Voting Order

Voting shall occur in descending order beginning with the Chair position, followed by the Vice Chair, followed by the 2nd Vice-Chair, and followed by the Secretary.

13.4. Executive Committee Roles and Responsibilities

13.4.1. Chair

The Chair shall open the meeting at the time the commission is scheduled to meet, and official business shall occur when a quorum is established. The chair shall manage the meeting in a respectful manner.[15]

The chair shall call the members to order, announce the business before the commission in the order in which it is to be acted upon, state and put to a vote all questions which are regularly moved, or necessarily arise in the course of proceedings, and announce the result of the vote. The Chair shall decide all questions of order, subject to an appeal to the commission, and shall inform the commission on a point of order or practice.

The Chair shall authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the commission, and in general represent and stand for the commission, declaring its will, and in all things, carrying out the commission's resolutions.

The Chair has authority to do only those things assigned to that office by the Bylaws, or other actions as prescribed by the NCEC.

The person elected should have the ability to effectively lead, manage meetings and make decisions.

13.4.2. Vice Chair

The Vice-Chair assumes the position of the Chair in the Chair's absence.

The Vice-Chair assists the Chair in meeting and agenda management;

13.4.3. 2nd Vice-Chair

In the absence of the Chair and Vice-Chair, the 2nd Vice-Chair assumes the responsibilities of the Chair.

The 2nd Vice-Chair assumes the responsibilities of the Secretary in the Secretary's absence.

The 2nd Vice Chair will be responsible for administering the at least annual evaluation of the

[15] Amended June 26, 2018

NCEC, the Executive Committee and the Chair.[16]

13.4.4. Secretary

The Secretary shall ensure that NCR Department staff maintains an accurate record of the proceedings of the full Commission meetings and record the minutes of each meeting, document the decisions, deliberations, and action points of each meeting.

The Secretary shall be responsible to maintain accurate meeting attendance records of the NCEC Commissioners.

The Secretary assumes the position of the Chair in the absence of the Chair, the Vice-Chair, and the 2nd Vice-Chair.

The Secretary ensures review of the minutes of the full Commission by the Executive Committee and that meeting minutes are delivered to NCEC Commission members not later than ten days following the regularly scheduled NCEC meeting; The Secretary shall also present the minutes to the Commission for approval at Commission meetings.

13.4.5. Resignation or Vacancy in Executive Committee (Officers)[17]

Letters or verbal notification of resignation of a Commissioner from an Executive Committee position shall be directed to the Chair and Secretary of the NCEC. The Chair and Secretary shall notify the Director of the NCR Department and the NCEC Commissioners within five (5) days from receipt of the letter of resignation.

The NCEC shall conduct an election to fill the vacancy in the Executive Committee at the next regular Commissioner meeting following receipt of the letter of resignation. The election procedure shall take place according to the relevant provisions of Section 13.3 Election of Officers.

14. Meetings

14.1. Regular Meetings

The NCEC shall meet monthly.

The NCEC monthly meetings shall be convened by the Chair and supported by the NCR Department staff.

The duration of the regular monthly meeting shall be regulated by the commission depending upon the workload before the commission. Commission meetings generally will be two hours in duration.[18]

14.2. Agenda

The Executive Committee presents the agenda for Commission meetings to the full Commission. Commission members may suggest agenda items to the Executive Committee and at Commission

[16] Amended June 26, 2018
[17] Amended November 26, 2013
[18] Amended June 26, 2018

meetings.

The Chair presents the agenda for Commission meetings to the full Commission. Commission members may request items be placed on the agenda to the Executive Committee before the regularly scheduled agenda setting meeting of the Executive Committee and during commission meetings when the agenda is presented for approval/changes.

14.3. Notice

A schedule for the regular meetings of the NCEC, stating the dates, times and location of meetings shall be posted online with advance notice of at least ninety calendar days.

14.4. Special Meetings

Special meetings shall be called by either the executive committee, or by written request of at least a quorum of the NCEC members, and shall be supported by the NCR staff. Notification of Special Meetings must be provided a minimum of three days prior to the meeting.

14.5. Open Meetings

Meetings of the Commission will be open to the public and televised, when possible, and subject to the requirements of the Minnesota Open Meeting Law, pursuant to Resolution No. 2011R-668.

All committee and task force meetings will be open to the public.

14.6. Minutes

Official minutes shall be taken at every regular and special meeting of the full Commission. The minutes shall record persons in attendance, the identity of commissioners not in attendance, wording of agreements and actions taken and dissenting opinions on actions may be noted upon commissioner request.

NCEC committees and/or task forces shall prepare official minutes of their respective meetings, including persons in attendance, the identity of commissioners not in attendance, wording of agreements and actions taken and dissenting opinions on actions may be noted upon commissioner request.

15. Establishment of Committees or Task Forces

The NCEC shall establish committees or task forces as it deems necessary and appropriate.

15.1. Advisory Capacity

All committees or task forces of the NCEC shall serve in an advisory capacity to the NCEC. No committees or task forces shall have the authority to approve or execute decisions or actions on behalf of the NCEC unless explicitly given that authority by the NCEC.

15.2. Purpose and Membership

All committees or task forces established by the NCEC shall be documented with at minimum the following information: purpose, number of members and convener for the initial meeting. The leadership of the committee or task force will normally be established at the first meeting.

Membership on committees or task forces must[19] be members of the NCEC unless otherwise specified.

16. Bylaws Adoption and Amendment

16.1. Adoption

These Bylaws shall be adopted by an affirmative vote of a two-thirds majority of the seated membership of the NCEC. Upon adoption, these bylaws shall replace any prior bylaws governing the NCEC. The month and date of accepted amendments shall be recorded on the cover page of the bylaws document. Copies of the amended and/or approved bylaws shall be available and in alternative formats upon request for each Commissioner and any other persons or entities that have an interest in the NCEC within sixty days after adoption.

16.2. Maintenance

Bylaws must be reviewed by a task force of the NCEC at least every two years, beginning from the date of adoption.

16.3. Amendment

Proposed amendments to the Bylaws must be submitted to the Secretary, to be included on NCEC agenda, and to be sent to Commissioners with regular meeting announcements and meeting materials. The proposed amendments must be discussed at the monthly NCEC meeting prior to the monthly NCEC meeting at which the proposed amendments may be considered for adoption.

The Bylaws may be amended at any time, provided that any proposed change to the Bylaws may not be acted on until the regularly scheduled monthly NCEC meeting that follows the month in which the proposed Bylaw change is presented, in writing, to the commission. Amendments to these Bylaws shall be adopted by an affirmative vote of two-thirds majority of the seated membership of the NCEC.

Exception: Bylaws Amendments may be adopted at any NCEC meeting attended by all seated members, and receiving unanimous affirmative votes of all seated members in attendance.[20]

17. Ethics/Conflict of Interest

As with all City of Minneapolis' boards and commissions, the NCEC is subject to the Minneapolis Code of Ordinances Title 2 Chapter 15 ETHICS IN GOVERNMENT. The commission COMPLIES with the ethics and conflict of interest policy as outlined in the Minneapolis Code of Ordinances Title 2 Chapter 15 ETHICS IN GOVERNMENT.
http://www.minneapolismn.gov/www/groups/public/@clerk/documents/webcontent/convert_258695.pdf.

[19] Amended June 26, 2018
[20] Amended June 26, 2018