

**Minneapolis Commission on Civil Rights
Memorandum of understanding**

Re: Responses to public comments

- All emails will be acknowledged within 72 hours of receipt.
- If a response is necessary from the Commission, it will be addressed in new business during subsequent commission meeting.
- If the Commission is unable to provide a response, a response will be provided within one week providing as such or directing the individual to the appropriate organization to provide a response.
- If a member of the public provides a concern or question during a Commission meeting, any commissioner may address this concern or question during new business of that same Commission meeting.
- Secretary will report to Commission how many emails were received since the last Commission meeting.