

TO: Members of the Neighborhood and Community Engagement Commission

FROM: Howard Blin, Community Engagement Manager

DATE: March 16, 2013

SUBJECT: **March 26th NCEC Meeting**

Meeting Location

The meeting will be held at the Minneapolis Central (Downtown) Library. Parking is available in the Library garage with the entrance off 4th Street. Please bring your parking ticket to the meeting where it will be validated

Agenda

Item 4A - Policies and Procedures Task Force. The first meeting of the Task Force is scheduled for the week of March 17th. A brief update on the work of the Task Force will be provided at that meeting.

Item 4B – One Minneapolis Fund Task Force. The Task Force will meet on March 16th to continue the review of the applications. It is expected that funding recommendations will be made to the full NCEC at the March 26th meeting. The Commission previously agreed that the recommendations of the Task Force would be acted upon in total, with no amendments to the list of projects recommended for funding.

Item 5 – Election of Officers. As called for in the NCEC Bylaws which were adopted on February 26th, the Commission will elect an officer who will serve until the annual organizational meeting of the Commission in July. The officers include a Chair, Vice Chair, 2nd Vice-Chair, and Secretary. The excerpt from the bylaws which describes the election process and the duties of each officer position is attached to this report. Key points in that process include:

- Commissioners may nominate themselves or be nominated by another member.
- Commissioners need not be present at the March 26th meeting to be considered for a position. If not present, a commissioner must send written notice of their wish to be considered.

- Voting will be done by signed paper ballots. It is suggested that the votes be counted by a staff member and a commissioner who is not being considered for a position.
- Officers will be selected by a majority of the members present at the meeting. Proxy voting is not allowed.
- Nominations and voting will take place for the Chair position first. Once that position is filled, nominations and voting will then take place in order for the Vice-Chair, 2nd Vice-Chair, and Secretary positions. Each position will be filled before moving on to the next position.
- Candidates not elected to a position may be nominated for one of the positions filled later in the process. For example, an unsuccessful candidate for the position of Chair may be nominated for Vice-Chair, 2nd Vice Chair, or Secretary.

Item 6 – Blueprint for Equity Training. A separate report outlines the discussion we will hold at the March 26th meeting in preparation for the listening sessions to be held with neighborhood organizations on the Blueprint for Equity.

Excerpt from NCEC Bylaws – *adopted February 26, 2013*

13.3 Election of Officers

- 13.3.1 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 The Executive Committee members shall be elected annually at the first regularly scheduled meeting of the NCEC following elections and appointments, ordinarily in July.
- 13.3.3 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 signed paper ballot.
- 13.3.4 Executive committee members shall serve one-year terms. Executive committee members may be re-elected.
- 13.3.5 Persons may serve in one executive committee position at a time.
- 13.3.6 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 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 respectfully open the meeting at the time at which the commission is to meet. Official business will take place when a quorum is established.

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 to 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.

13.4.4 Secretary.

The Secretary shall ensure that NCR Department staff maintains an accurate a record of the proceedings of the NCEC 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 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

The Secretary will be responsible for administering the at least annual evaluation of the NCEC, the Executive Committee and the Chair.