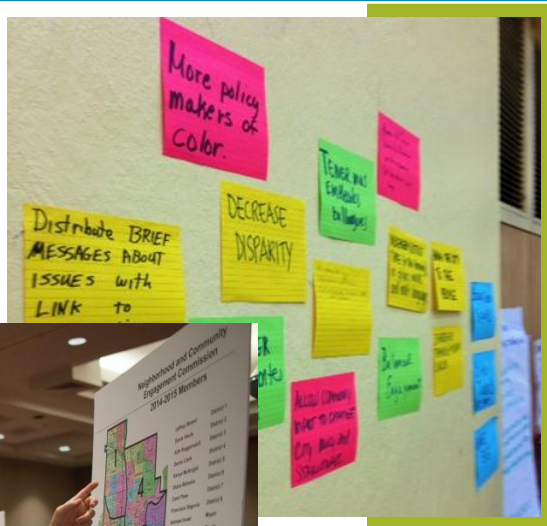
2015

Neighborhood and Community Engagement Commission (NCEC) Applicant Guidebook



In this Guidebook you will:

- **Learn more about the purpose of the NCEC**
- **Learn how to apply**
- **Find out when the NCEC meets**
- **Find information about the NCEC Districts that are up for re-election**
- **Find the applications to apply**

Electronic copies of this guidebook can be found online:

http://www.ci.minneapolis.mn.us/ncr/boards/ncec/WCMS1P-139319.

Neighborhood and Community Engagement Commission (NCEC)

Representatives of Minneapolis' neighborhood and cultural communities sit on the NCEC and advise the Mayor and City Council on a wide range of community engagement issues. The NCEC is responsible for developing guidelines for the City's principal neighborhood funding program, the Community Participation Program. The Commission also works to broaden participation on advisory boards and commissions, administers the One Minneapolis Fund, develops recommendations for improving the City's public participation process, and reviews the business plan for the Neighborhood and Community Relations Department.

Eight of the 16 NCEC commissioners are appointed through the open appointments process with the remaining members elected by Minneapolis neighborhood organizations.

This year, Commission seats from neighborhood districts 1, 3, 5 and 7 are up for election through the neighborhood election process. In addition, 1 Mayoral and 3 City Council positions are up for appointment through the City's appointment process.

How to apply to be a Neighborhood and Community Engagement Commissioner

There are two different ways you can apply to become a NCEC commissioner. You can choose to apply through the city's open appointments process or apply through the neighborhood selection process:

City Appointment Process

To be appointed to the NCEC by the Mayor or City Council you must first fill out an application. Applications are available online at http://www.minneapolismn.gov/boards/index.htm.

Review of applications will begin on Friday, April 25, 2014. NCEC positions will remain open until filled. Then Board and appointing authority staff review applications and work together on the process for making recommendations to the council. Board staff will notify applicants regarding their status and whether they need to attend the council committee meeting to be formally appointed.

Neighborhood Selection Process

To be chosen through the neighborhood selection process you must first fill out an application. Applications are available online at http://www.minneapolismn.gov/ncr/boards/ncec/WCMS1P-106113.

The closing date for candidate applications for NCEC neighborhood districts 1, 3, 5 and 7 is Friday, May 8th.

Once the application deadline closes, the NCR department will create District voters guides. The voters guides list the names of the candidate and the answers to their questions from the application (no personal contact information is listed).

The voter's guides are published online at for anyone to view. Then an election night is held where all districts who are up for re-election come together to vote for their candidates.

Time Commitment

The estimated time commitment per month for regularly scheduled and other meetings is five to ten hours per month.

NCEC meetings are held on the 4th Tuesday of every month from 5:00-7:00pm.

If you are interested in attending a NCEC meeting or to view past agendas and meeting materials, please go to: www.minneapolismn.gov/ncr .

NCEC meetings are also video taped and televised, if you are interested in viewing a NCEC meeting you can check the programming agenda for Minneapolis Channel 79: http://www.minneapolismn.gov/tv/79.

2015 Neighborhood and Community Engagement Commission Election and Appointment Timeline

Fri, Feb 6	Spring vacancy cycle for boards and commissions opens
Mon, March 30	Opening date for Neighborhoods to appoint electors
Mon, March 30	Opening date for candidate applications for Districts 1, 3, 5 and 7
Fri, April 24	Closing date for spring vacancy cycle for boards and commissions
Fri, May 8	Closing date for candidate applications for Districts 1, 3, 5 and 7
Wed, May 20	Voter Guide on-line and mailed to Neighborhoods
Wed, June 10	Deadline for notifying NCR of neighborhood electors and alternates
Thu, June 18	Commission elections and appointments by City Council
Fri, June 12	Announce winners
Mon, July 6	Training for new Commissioners
Tue, July 21	NCEC Meeting

Purpose of the Neighborhood and Community Engagement Commission

In the 2011 resolution restructuring the NCEC the City Council adopted the following purposes for the Commission:

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;

Appeals, Grievances and Designation. Consider appeals from neighborhood organizations regarding funding decisions involving the City funded programs administered by the NCR, including the Community Participation Program (CPP) but excluding any NRP plans. The Commission will hear grievances of actions taken by neighborhood organizations and 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;

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;

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;

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;

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;

Review. The Neighborhood and Community Relations department business plan.

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.

Neighborhood and Community Engagement Districts by Neighborhood

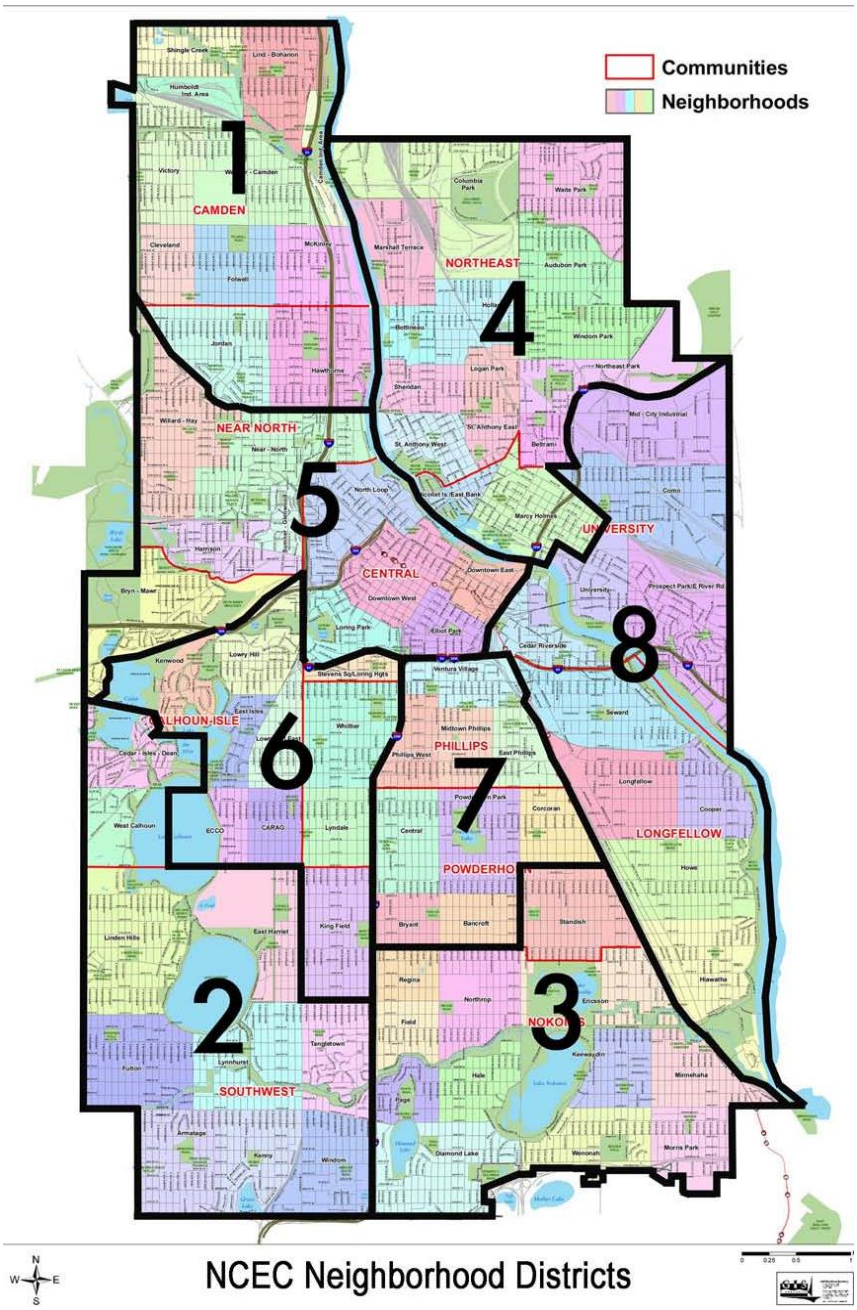
Candidates applying for the Neighborhood elected seats for the 2013 election cycle will need to live in one of the following neighborhoods:

District One: Cleveland, Folwell, Hawthorne, Jordan, Lind-Bohanon, McKinley, Shingle Creek, Victory or Webber- Camden.

District Three: Diamond Lake, Ericsson, Field, Hale, Keewaydin, Minnehaha, Morris Park, Northrup, Page , Regina, Standish or Wenonah.

District Five: Bryn Mawr, Downtown East, Downtown West, Elliot Park, Harrison, Loring Park, Near North, North Loop, Sumner-Glenwood or Willard Hay.

District Seven: Bancroft, Bryant, Central, Corcoran, East Phillips, Midtown Phillips, Phillips West, Powderhorn Park or Ventura Village.



CANDIDATE APPLICATION

Neighborhood and Community Engagement Commission Representative

~~ Elected by Neighborhood Organizations ~

CLOSING DATE for candidate filing is 4:00 pm on May 8, 2015

Instructions:

1. Please complete the following application to file as a candidate for the City's Neighborhood and Community Engagement Commission (NCEC).
2. Please do not submit resumes, letters of recommendation or additional sheets.
3. All applications must be **received** by the Neighborhood and Community Relations (NCR) Department **by 4:00pm** on **May 8, 2015.** (******All formats are acceptable however* **email is preferred** *to allow for accurate reproduction of candidate information in a Voter's Guide.)*
4. If you would like a picture included in the Voter's Guide you are encouraged to submit a photo electronically with your application.
5. You are also encouraged to visit the neighborhood organizations in the district you are running in prior to the election date.
6. If you would like to view sample applications, voter guides from the 2012 neighborhood elections are available online at: http://wcms/wwwmpls/ncr/boards/ncec/2012_Neighborhood_Elections.
7. Return completed forms to: Email:Community.Engagement@minneapolismn.gov
   Mail: NCR
   105 5th Avenue South, Room 425
   Minneapolis, MN 55401

- ✓ Candidates must be a Minneapolis resident living in the district for which they are running and at least 18 years old by June 1, 2015.
- ✓ Candidates may not serve as electors for their neighborhood.
- ✓ Nominations from the floor and write-in nominations will not be allowed.
- ✓ No candidate endorsements or testimonials will be allowed.
- ✓ Candidates are prohibited from raising money, conducting phone banks, and producing campaign literature of any kind for the purposes of getting elected to the NCEC.
- ✓ Candidates are encouraged to participate in candidate forums at the citywide forum and/or in any voting district caucuses.
- ✘ For more information about the purpose of the NCEC and the voting districts see the attachments or visit www.minneapolismn.gov/ncr.
- ✘ A Voter's Guide with your application information will be mailed to neighborhood organizations and posted at www.minneapolismn.gov/ncr/.
- ✘ ***Day care, translation and/or transcription services will be available for candidate forums upon request. Requests must be made to 612-673-3129 or*** community.engagement@minneapolismn.gov***.***

English: Attention. If you want help understanding this information, call 612-673-3129. **Spanish:** Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al 612-673-2700 **Somali:** Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500 **Hmong:** Ceeb toom. Yog koj xav tau kev pab dawb txhais cov xov no, hu 612-673-2800

If you need this material in an alternative format please contact 612-673-3129 or community.engagement@minneapolismn.gov.

SECTION A (Required Information; excluded from a Voter's Guide)

The information provided in Section A is required to help in determining applicants' eligibility but will **NOT** be part of the Voter's Guide.

NAME:	Residential Neighborhood:	NCEC District:
Birth Year:		
ADDRESS:		ZIP:
Home and/or Wireless Telephone Number:	Work Telephone Number:	Fax:
E-Mail Address:		
Occupation:	Employer:	
Employer's Address:		
Please list any financial interests (where required) or associations with which you are involved that may present a conflict of interest.		

SECTION B

Voter's Guide Information

NAME:	Residential neighborhood:	NCEC District:

✓ For eligible candidates the information provided in Section B will be made available to the public and will be used in the Voter's Guide.

1. **How have your life/work/cultural experiences prepared you to be a neighborhood representative on the NCEC?**

2. **How have you participated in your neighborhood organization?**

3. **Describe why you want to serve on the NCEC.**

4. **How do you plan to maintain a relationship with the neighborhoods you would represent, if elected?**

5. How do you plan to engage with under-represented groups within your district?

Section B continued

NAME:

6. Please list any community-based organization(s) with which you are currently involved.

7. Please list all current paid and unpaid affiliations.

By signing this form candidates are waiving their right to raising money, conducting phone banks, and producing campaign literature of any kind for the purposes of getting elected to the NCEC.

Signature:	Date:

Application for Appointment to a
City of Minneapolis Board, Commission, Committee or Task Force

Some of the information on this form is public data under the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13. The data is being requested so that the appointing authority can make an informed decision as to the appointment to the relevant board, commission, committee or task force. An applicant is not required to provide any information; however, failure to answer any of the questions on this application may cause the appointing authority to reject the application or to select another candidate. The data on this form will be maintained by the City of Minneapolis in accordance with the Minnesota Government Data Practices Act and the non-public portions of the form, if any, will be available to individuals working for the City whose work assignments reasonably require access.

The information provided on this page is open to the public per the Minnesota Government Data Practices Act

Title of the Board, Commission, Committee or Task Force this application is for

Name:	Ward:
City of residence:	
Signature:	Date:

Occupation:	Employer:
Employer's Address:	

Describe your background related to any required or desirable qualification listed in the Notice. Include applicable experience with civic, professional or volunteer organizations and other city boards or commissions. List any awards or special recognition.

Instructions:

1. Complete both pages of this application. *(Call 612-673-3358 with questions.)*
2. Applications must be received or postmarked by the date stated in the Vacancy Notice. *Applications delivered in person must be received before 4:30pm.*
3. Return completed applications to:

Email	cityclerk@minneapolismn.gov
Mail or delivery	City Clerk Appointments Room 304, 350 S. 5th St Minneapolis, MN 55415-1382
Fax	612-673-3812

The information provided on this page is considered private per the
Minnesota Government Data Practices Act

ADDRESS*:		ZIP +4:
Home and/or Wireless Telephone Number*:	Work Telephone Number*:	Fax:
E-Mail Address*:		

***NOTE**: If appointed, Minnesota Statute 13.601 requires that a telephone number and/or an e-mail address where the appointee can be reached and residential address will be considered public data

List the reasons you want to serve on this body:

List issues you believe the committee should address:

List names, addresses and telephone numbers of no more than 3 references		
Name	Address	Phone Number

List any financial interests (where required) or associations with which you are involved that may present a conflict of interest: