

Community Engagement Committee

Purpose & Structure

Adopted by the HMC Board of Directors on February 20, 2018

Purpose. The Community Engagement Committee: 1) Develops, plans, and implements initiatives to build, encourage, and promote community engagement in the Hamline Midway neighborhood; 2) Communicates community engagement initiatives to Hamline Midway residents, employees, businesses, non-profits, and other interested parties; 3) Works with HMC staff to develop and prioritize initiatives relevant to the greater Hamline Midway community.

Membership. The committee will have up to 9 members, including at least 1 HMC Board member and up to 8 members of the community-at-large (residents, business owners, representatives of institutions, or property owners who are not HMC Board members). A majority of committee members must be residents of the Hamline Midway neighborhood.

Appointment. All members will be appointed by the Board of Directors. Anyone interested in joining must: 1) Attend at least one committee meeting; 2) Complete the membership application form and return it to the HMC office. The Board of Directors will review the application at the next regularly scheduled board meeting. The Board of Directors will strive to ensure that a diversity of interests, perspectives and backgrounds are represented on the committee.

Terms of Service. Committee members are appointed to a term that ends in January of the year following their appointment or reappointment. In January of each year, the Board of Directors will reappoint all sitting committee members in good standing who wish to be reappointed. Members can be reappointed for up to 5 consecutive terms. The Board is under no obligation to reappoint committee members.

Removal. Members serve at the pleasure of the Board of Directors and can be removed from the committee by a simple majority vote of the Board at any regularly scheduled meeting for any of the following reasons as determined by fellow committee members: excessive absences, failure to prepare for meetings, disruptive behavior during meetings, or any other legitimate, non-discriminatory reason as determined by members of the committee.

Regular Meetings. A regular meeting time, date, and location will be determined by committee members at the first meeting of the year following reappointments (typically in February).

Special Meetings. When a community engagement issue requires the attention of the committee prior to the next regularly scheduled meeting, HMC staff and/or the committee chair will contact committee members via e-mail and/or telephone to schedule a committee

meeting. Special meetings are open to the public and reasonable efforts will be made to notify the community-at-large about special meetings.

Decision-Making Procedure. Recommendations for action will be made by majority vote. Recommendations made to the HMC Board of Directors will come to the Board as a motion that must be seconded by a Board member who is not a member of the committee. Members of the committee who did not agree with the recommendation(s) are free to voice their reasons during discussion.

Committee Leadership. The committee will select a Chair, who will set the agenda for the meeting, communicate the agenda to the members, and preside over meetings; a vice-Chair, who will serve as Chair as needed; and a Secretary, who will record the minutes of committee activities and communicate those minutes to the membership. To ensure a strong communications link between the committee and the Board of Directors, the Chair, the vice-Chair, or the Secretary should be a Board member.