

DRAFT

PROPOSED RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

TRAINING FOR NEIGHBORHOOD COUNCIL MEMBERS

WHEREAS, the Board of Neighborhood Commissioners (Commission) established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

WHEREAS, the Working Groups recommended Neighborhood Council members should take training in areas such as sexual harassment and Americans with Disability Act (ADA);

WHEREAS, it has come to the attention of this Commission and others that improper conduct has and does occur within the Neighborhood Council System and among members of Neighborhood Councils;

WHEREAS, this Commission and others believe training in areas such as sexual harassment, sexual, gender and age discrimination, "bullying," work place violence and other related conduct will help minimize improper conduct both by making Neighborhood Council members aware of what constitutes such conduct and the harm that results from it;

WHEREAS, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight...and the promulgation of rules and regulations but not be responsible for day-to-day management."

NOW, THEREFORE, IT IS RESOLVED that the Board of Neighborhood Commissioners establishes this policy regarding training for Neighborhood Council members.

POLICY NUMBER:

2014-02

1. Neighborhood Council members shall take training as determined by the Department of Neighborhood Empowerment (Department) including but not limited to sexual discrimination, "bullying", other inappropriate behavior and ADA.

2. If a Neighborhood Council member fails to complete the required training within 60 days of being seated then they shall not take part in any action by the board, but the board member will count as part of the quorum.
3. The Neighborhood Council Chair or his/her designee shall inform any Neighborhood Council member who has not completed the required training within 60 days of being seated he or she has an additional 30 days to complete the training or he or she will be removed from the Board. Notice may be by US mail or email and the fact of the notice will be entered into the minutes.
4. If a Neighborhood Council member fails to complete the training within the 90 days after being seated a motion to remove him or her from the Board shall be placed on the Neighborhood Council's agenda of the next regular Board meeting following the end of the 90 day period. The removal motion shall be approved by a majority of the Board members present and voting.
5. If a Neighborhood Council member who has completed the required training conducts him or herself in way that is contrary to the rules and directions of the training then any (3) board members may have a motion placed on the agenda to publically censure the Neighborhood Council member. A motion to censure shall be approved by a majority of the Board members present and voting.
6. If, after a motion to censure has been approved the Neighborhood Council member continues to conduct himself or herself in way that is contrary to the rules and directions of the training then any (3) board members may have a motion placed on the agenda to remove the Neighborhood Council member from the Board.
 1. No motion for removal shall be considered by the Board until the second regular meeting following a successful vote to censure the Neighborhood Council member who is the subject of the removal motion.
 2. The Board shall decide whether or not the Neighborhood Council member should be removed. Any removal of a Neighborhood Council member shall require an affirmative vote of two-thirds (2/3) of the Board members present at the meeting.
 3. The Neighborhood Council member shall be given a minimum of fifteen (15) days prior notice of the proposed removal and the reason for the proposed removal. Notice shall be given by any method calculated to provide actual notice. Any notice given by mail shall be sent by first class mail to the Neighborhood Council member's last known address on file with the Council. Deposit of said notice in an official U.S. Postal Service mailbox with the appropriate postage constitutes actual notice.
 4. The Neighborhood Council member shall be given an opportunity to be heard, either orally or in writing. The hearing shall be held, or the written statement considered, before the Board.
 5. If a Neighborhood Council member who has completed the required training conducts him or herself in way that is contrary to the rules and directions of the training and the Board fails to act then any Board member may lodge a complaint with the Department regarding the inaction of the Board. Thereafter the individual Board member and/or the entire Board shall be required to take additional training as may be determined by the Department. If additional training does not remedy the situation then

exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.

7. These training requirements and censure and removal procedures shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.
8. Each Neighborhood Council bylaws shall include a code of civility as follows:

Code of Civility

Collectively and individually, the members of the Neighborhood Council Board (Board) agree to abide by a Code of Civility to ensure that the Neighborhood Council business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for the Board

The freedom to express one's views about public matters is cornerstone of the democratic process. The Board welcomes the diverse views and opinions of each Board member and stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

1. I will conduct myself in a professional and civil manner at all times as a representative of the Board.
2. I will treat each member of the Board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.
3. Even in the face of disagreement, or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.
4. Under no circumstances during Board meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.
5. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.
6. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.
7. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.
8. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities.
9. I will commit to learn the applicable laws that govern the Board, including Rules of Order, Operating Rules and Procedures, the Brown Act, ethics rules, city ordinances, the Plan for a

Citywide System of Neighborhood Councils (“Plan”) and the City Charter and Administrative Code, and will not knowingly violate any of the above.

10. I will abide by any Board Operating Policies and Procedures or Rules of Order in order to create a safe and effective environment for conducting business.

11. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow Board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.

12. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.

13. I pledge to truly listen to and hear other points of view.

14. I will practice the art of being able to disagree without being disagreeable.

15. If I find myself representing my personal interests before my community’s interests, I will publicly disclose the differences and recuse myself from voting on such matters.

16. I will commit to good faith efforts to resolve any grievances that come before the Board as specified in the Plan or city ordinance.

17. I owe it to my fellow Board members, the public, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me. I will “do my homework”.

Moved by: _____
Member, Board of Neighborhood Commissioners

Seconded by: _____
Member, Board of Neighborhood Commissioners

Witnessed by: _____
Staff, Department of Neighborhood Empowerment

VOTES:

Ayes: _____

Nays: _____

DATE: _____