

**Resolution by the Board of Neighborhood Commissioners**  
**A UNIFORM POLICY FOR BOARD MEMBER CENSURE**  
**March 3, 2020**

Whereas the Board of Neighborhood Commissioners has conducted a number of Town Hall meetings around the City regarding a proposed censure procedure;

Whereas the Board of Neighborhood Commissioners has been told of many instances where Neighborhood Councils have experienced repeated disruptive conduct by Neighborhood Council board members;

Whereas Neighborhood Councils have experienced instances where efforts to resolve such situations have not been effective;

Whereas the Board of Neighborhood Commissioners wants Neighborhood Councils to have the tools and authority to act independently within the role set forth in the City Charter and Administrative Code;

Whereas any process for addressing these situations should be uniform across the entire Neighborhood Council system; and

Whereas the Board of Neighborhood Commissioners desires to institute a policy that includes open, fair and consistent guidelines.

NOW THEREFORE, IT IS RESOLVED THAT the Board of Neighborhood Commissioners establishes this policy for the Censure of offending Neighborhood Council Board members:

**POLICY NUMBER 2020 -3**

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith. The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.
7. This policy becomes effective upon the date approved by the Board of Neighborhood Commissioners

Adopted this 3rd day of March, 2020.

MOVED BY: Len Shaffer DocuSigned by:  
Len Shaffer  
Member, Board of Neighborhood Commissioners

SECONDED BY: Joy Atkinson DocuSigned by:  
Joy Atkinson  
Member, Board of Neighborhood Commissioners

WITNESSED BY: Erricka Peden DocuSigned by:  
Erricka Peden  
Staff, Department of Neighborhood Empowerment

VOTES

Ayes: 4

Nays: 0