

**Resolution by the Board of Neighborhood Commissioners**  
**NEIGHBORHOOD COUNCIL LEADERSHIP ORIENTATION**  
**January 30, 2020**

WHEREAS, pursuant to the City's Charter, Neighborhood Councils shall include representatives of the many diverse interests in the communities and are charged with an advisory role to the City on issues of concern to the neighborhood (Charter § 900);

WHEREAS, the Board of Neighborhood Commissioners (Commission) is charged with policy setting and oversight regarding the Neighborhood Council system (Charter § 902);

WHEREAS, the Department of Neighborhood Empowerment (the Department), is charged with, among other things, arranging training and assisting Neighborhood Councils (Charter § 901);

WHEREAS, the Office of the City Clerk (City Clerk's Office) is authorized to promulgate all procedures, rules and regulations, as well as to issue any directives necessary for the administration of Neighborhood Council expenditures and grants (Admin. Code § 22.810.1(g));

WHEREAS, although the Department and City Clerk's Office require ethics and funding training and sponsor other training sessions and workshops, no formalized onboarding or orientation process for Neighborhood Council board members is in place; and

WHEREAS many Neighborhood Council board members need to expand their leadership skills through advanced training in communication, coalition building, conflict resolution; and dealing with the aspects of positive interpersonal relationships, that bring about an atmosphere of inclusiveness, understanding, and empathy that helps to cope with challenges and develops those critical skills for the proper functioning of a neighborhood council board;

NOW, THEREFORE, IT IS RESOLVED that the Commission establish a policy on Neighborhood Council Leadership Orientation as follows:

POLICY NUMBER: 2020 – 1

1. The Department, in consultation with the City Clerk's Office and City Attorney's Office, shall develop a board service acknowledgement document that shall be affirmed by each Neighborhood Council board member, whether that board member is elected or selected. By this acknowledgment document, Neighborhood Council board members shall affirm that they understand the roles and responsibilities of Neighborhood Council board members and will educate themselves on and follow all applicable laws, and policies of the Board of Neighborhood Commissioners, the Department, and the Office of the City Clerk. A Neighborhood Council candidate affirmation shall also be required as part of the candidate certification process. This acknowledgement should be completed before the candidate filing period opens for the 2021 Neighborhood Council Election Cycle. The Department may maintain a public list of all board members and candidates who have affirmed or who have failed to affirm.

2. The "Planning 101" Training, under development by the Department of City Planning, shall be required for all appointed and confirmed members of each Neighborhood Council's planning and land use committee, or an equivalent committee (land use committee). Any individual who does not complete the training shall not be eligible to vote on motions or recommendations on planning, zoning, or land use matters before the land use committee. Upon launch of Planning 101 Training, any land use committee member who wishes to continue serving on the land use committee must complete the training within 60 days of the launch. Thereafter, any individual who intends to serve on a land use committee must complete the training within 60 days of appointment or confirmation. An individual who fails to complete the training within the applicable 60-day period will be automatically ineligible to serve as a member of the land use committee.

ALSO, IT IS THEREFORE RECOMMENDED that:

1. The Department review, update, and circulate a Neighborhood Council Handbook as a guide for all Board members by July 1, 2020. The Commission recommends that the Department include details on how to ensure that Neighborhood Councils are inclusive of and ensure participation of underrepresented and diverse members of their communities. The Department may require each Board member to acknowledge receipt of this Handbook and may maintain a public list of those Board members who have complied and who have failed to comply.
2. The Department develop a Leadership Academy to occur no later than June 2021 following the Neighborhood Council elections, held at most every year after NC elections (or as needed) for executive board members (President/Chair, Vice President/Vice-Chair, Treasurer, Secretary, and any other duly selected or elected "executive" board members or an equivalent thereof).

Adopted this 4th day of February, 2020.

MOVED BY: Debbie Wehbe DocuSigned by:  
Debra Pesse Wehbe  
Member, Board of Neighborhood Commissioners

SECONDED BY: Maggie Daret-Quiroz DocuSigned by:  
Margarita Daret  
Member, Board of Neighborhood Commissioners

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

VOTES

Ayes: 6

Nays: 0