

Lyndale Neighborhood Association
Committee Structure and Decision Making Policy

Adopted on: 11/26/2007
Last Amended on: 11/10/2009

PURPOSE

The purpose of this policy is to clearly articulate the decision making structure for the Lyndale Neighborhood Association (LNA). This policy is created under the premise that a decision making structure that is clear, consistent, and easily understandable will encourage people to be involved in their neighborhood. Under the bylaws adopted in March 2007 the LNA Board is responsible for the creation of committees.

ROLES AND RESPONSIBILITIES

General Membership

General Membership serves as the voice of the larger community within the Lyndale Neighborhood. The monthly General Membership meetings serve as a place for community members to gather and discuss important neighborhood issues and to make important neighborhood decisions.

Board

The Board is the central decision making body for the organization. The Board is legally responsible for the overall governance of the organization, which includes setting the direction of the organization, financial oversight, and priorities. The Board –as a whole- is ultimately responsible for determining where and how decisions are made.

Committees

Committees are the supporting pillars of LNA's work. The role of Committees is to take the lead in developing the Neighborhood's direction, programs, and activities for their respective areas. Committees also serve as a sounding board for community members' ideas and energy. To effectively implement their work Committees are the place where LNA will focus on building expertise and generating ideas. The purpose of Committees is to create the capacity for community members to take positive action, not to act as gatekeepers.

Committee Chairs

Committee chairs play a key role in the working life of a committee. Chairs are responsible for:

- Setting the agenda.
- Notifying committee members of meetings.
- Providing overall leadership to the committee.
- Communicating the committee's work to the Board.
- Working with staff to ensure that the committee's work fits into the structure of the organization's direction as defined by the Board and General Membership.
- Making sure that the meetings are open and welcoming meetings in a way that provides all community members with a place to have their concerns heard and a structure in which to take action.
- Identifying someone to run the meetings in their absence.

Committee Secretaries

Committee Secretaries are responsible for taking and distributing meeting minutes.

Committee Staff

Responsible for working with the Committee Chair and Executive Director to ensure that the Committee's work supports and advances the overall direction of LNA.

Community Action Plans (CAPs)

Community Action Plans form the cornerstone of resident led action in Lyndale. The process for CAPs is:

- Resident(s) generate an idea
- Works on their own or in partnership with LNA Staff or Committee to complete the CAP plan
- CAP Plan goes to appropriate committee for discussion and recommendation
- CAP Plan goes to the board for review and recommendation
- CAP plan goes to General Membership for final approval

DECISION PROCESS

In order to help clarify the committee and decision making process for LNA it is helpful to categorize the type of decisions LNA regularly makes.

Administrative

Administrative decisions are the every day decisions made to keep the organization running. These include implementing existing programs, paying bills, writing grants, ordering office supplies, hiring non-executive staff, etc...

Governance

Governance decisions are decisions that determine how the organization will be run. These include establishing policies, setting the budget, determining the type and scope of the programs and activities LNA is going to operate.

Program

Program decisions relate to how a program is managed. Examples of this include who is going to be eligible for loan programs, when to have Litter Outa Lyndale, what type of theme walks the Lyndale Walkers will have, etc...

Public

Public decisions are decisions that relate to the positions LNA takes to the rest of the world. Some examples are: zoning changes, City Ordinances, and the Neighborhood's position on a development project.

Figure 1 – Decision Making Roles and Responsibilities

Decision Type	Executive Director	Committee	Board	General Membership
Administrative	Implement based on existing policies	None	General oversight	None
Governance	Advise and implement	Make recommendations	Enact and implement	Approval as determined by the Board
Program	Advise and implement	Make recommendations and implement as directed by the Board	Enact, provide oversight and evaluate	Initial approval, provide feedback
Policy	Advise and implement	Make recommendations	Approval and communication	Approval

General Membership Approval

At regularly scheduled General Membership meetings when there is no quorum available, those in attendance may continue to pass resolutions and take action as the LNA General Membership. However, at the next General Membership meeting any community member may ask for an item to be reviewed.

COMMITTEE TYPES

Regular

Regular committees are committees whose mission and purpose is ongoing and a core component of LNA's work. Regular committees will have a regularly scheduled meeting time, a chair, secretary, and membership roster. All regular committee meetings, including board meetings, will be open to the public.

Ad Hoc

Ad Hoc committees are LNA committees formed for a specific purpose (e.g. event, project based). Once this purpose/project is complete the committee is disbanded. Ad Hoc committees will have a chair, secretary, and membership roster.

Representative/External

Representative or External Committees are committees where LNA is working with other organizations. The Board is responsible for determining how appointments will be made to external committees. The length of appointments will be determined by the Board in consultation with the other participating organizations. Individuals appointed to represent the Neighborhood are expected to: represent and advocate for the Neighborhood's position as defined by the LNA Board and General Membership, provide regular updates, and communicate with the appropriate staff and committees.

Regular committees

Crime and Drug

The Crime and Drug Committee (C & D) is responsible for working on public safety issues affecting the Lyndale Neighborhood. The C & D will be responsible for making recommendations to the Board related to public safety issues, programs, and projects impacting the neighborhood. The Committee will also be responsible for implementing programs and projects as directed by the Board.

Environment

The Environment Committee is responsible for working on environmental issues affecting the Lyndale Neighborhood. The Environment Committee will be responsible for making recommendations to the Board related to environmental issues, programs, and projects impacting the neighborhood. The Committee will also be responsible for implementing programs and projects as directed by the Board.

Executive/Personnel

The Executive Committee is comprised of the President, Vice-President, Secretary, and Treasurer of the organization, with the Executive Director serving as an ex-officio member. The role of the Executive Committee is to help the Board provide oversight to the organization, set the agenda for the Board meetings, gather info for the Board. The Executive Committee is not meant to be a decision making body. The Executive Committee will also act as the organization's Personnel Committee. In this role they will be responsible for assisting the executive director with personal decisions and for preparing the executive director's annual review.

Youth and Family

The Youth and Family Committee will work on issues and programs issues and events related to youth and families in the neighborhood. The Youth and Family Committee will be responsible for making recommendations to Board on issues, programs, and activities related to youth and family in the neighborhood. The Committee will also be responsible for implementing programs and projects as directed by the Board.

Lyndale Neighborhood Business Association

The Lyndale Neighborhood Business Association's purpose is to provide a forum to bring together Lyndale business in way that strengthens the individual businesses, the economic environment of the neighborhood, and the community as a whole. The Association will be responsible for making recommendations to the Board related to: economic development and business promotion. The Association will also be responsible for implementing programs and projects as directed by the Board.

Las Mujeres en Accion

Las Mujeres en Accion's purpose is to engage the Latino women of Lyndale in community action through the Lyndale Neighborhood Association. Las Mujeres en Accion is responsible for making recommendations to the Board related to: programs and activities that are important to and engage the Latino community in Lyndale. The Committee will also be responsible for implementing programs and projects as directed by the Board.

Lyndale Event and Activity Planners (LEAP)

LEAP's purpose is to use art, cultural, and social events to build community among Lyndale residents. LEAP is responsible for organizing events and activities for Lyndale residents as directed by the Board.

Housing, Planning, and Development

The purpose of the Housing, Planning, and Development Committee (HD&P) is to work on the built environment of the neighborhood. The HD&P will be responsible for making recommendations to the Board related to: housing and economic development related programs, zoning requests, and the built environment of the neighborhood. The Committee will also be responsible for implementing programs and projects as directed by the Board.

Ad Hoc Committees

Finance

The purpose of the Finance Committee is to prepare the annual budget for the organization and to make recommendations relating to LNA's financial policies and procedures. The Finance Committee will consist of the Treasurer, Executive Director, and such members as the Board may see fit to appoint.

Technology

The purpose of the Technology Committee is to make recommendations related to LNA's technology infrastructure. The Committee will also be responsible for implementing programs and projects as directed by the Board.

Appendix A

Project/Representative Committees

Upon majority vote, the LNA Board may amend the list of Project/Representative Committees at any time without the need to review the entire Committee and Decision Making Policy.

Midtown Greenway

Purpose: To represent LNA on the Midtown Greenway Board

Method: Elected by LNA General Membership

Term: Unknown

Representative: Michael Nelson

I-35W Pac

Purpose: To represent LNA on the I-35W Pac

Method: Appointed by LNA Board

Term: Unknown

Representative: Myrtle Vickla & Scott Persons

Walldogs on Nicollet Steering Committee

Purpose: To organize and oversee the Walldogs on Nicollet Partnership with the Kingfield Neighborhood Association

Method: Appointed by Executive Director

Term: Through September 2008

Representative: Mark Hinds, Ray Carron, Jen Koehler

Lynn-Lake Parking Lot

Purpose: To represent LNA on the governance of the public parking lot at Lynn-Lake

Method: Appointed by LNA Board

Term: Unknown

Representative: Norma Pietz & (Need Name)

Lakes District Park Group

Purpose: To provide for communication between the Minneapolis Park Board and the Neighborhood Organizations of Park Commissioner Districts 4 and 6

Method: Appointed by LNA Board

Term: ongoing

Representative: Mark Hinds & Joss Bassais