

--- DRAFT PROPOSAL ---

Draft Civic Alliance Procedure

Introduction

The Civic Alliance was formed shortly after September 11 as an *ad hoc* coalition of civic, business, community, environmental, labor and academic organizations to provide an umbrella for civic planning efforts in support of the rebuilding of Lower Manhattan. Over the Civic Alliance's history the coalition has played two important roles: 1) to serve as a forum for the exchange of information between diverse interest groups regarding the rebuilding of Lower Manhattan and 2) to play an advocacy role by taking positions on certain issues and providing a unified voice in support of an open public planning process and investments and actions that support the public interest.

Now in its second year of existence the need has arisen for greater clarification between the "forum" and "advocacy" roles of the Civic Alliance. It has also become necessary to distinguish between organizations and individuals participating in these two different roles of the Civic Alliance, and particularly the procedure for taking positions within the Civic Alliance's advocacy role. This document proposes procedures and guidelines for establishing membership, approving resolutions and actions, and the role of the steering committee.

I. Membership

- The first step is to clarify the membership of the Civic Alliance. Civic Alliance organizations can choose to become "Voting Member Organizations" or "Forum Participants." Civic Alliance voting member organizations should be asked to "re-join" by signing onto the Civic Alliance platform, adapted from the vision and goals expressed in the Civic Alliance Planning Framework, 2002.
- Forum Participants will be identified as all organizations that attend Civic Alliance meetings on a regular (at least bimonthly average) basis. These organizations are in no way implicated in the advocacy positions of the Civic Alliance.
- "Voting Member Organizations" and "Forum Participants" must be organizations. Each organization should determine its own procedure for representation and voting at Civic Alliance meetings. Individuals will not be officially recognized as voting member organizations or forum participants, but are free to attend civic alliance meetings and participate in discussion.

II. Advocacy Procedure

- Voting member organizations, forum participants and unaffiliated individuals may propose actions for Civic Alliance consideration. These actions must be vetted by the steering committee in advance of the general meeting, and emailed to the voting member organizations by the steering committee one week before a general meeting.

- Only voting member organizations may vote on resolutions at general meetings. There is one vote per voting member organization. All upcoming resolutions or action items will be announced to Civic Alliance voting member organizations and forum participants by email at least one week in advance of the meeting. Voting member organizations can vote in person or by email in advance of the meeting. Resolution wording and outcomes will be confirmed by email after each meeting to all members and participants on the same day.
- Voting on resolutions takes place at general meetings. The Civic Alliance should attempt to reach consensus on resolutions. However, if consensus is not possible, a 3/4 majority of voting member organizations who are present at the meeting or who have voted by email in advance of the meeting will pass a resolution. Any voting member organizations disagreeing with a resolution may “opt out” and not be listed with the voting member organizations for that particular resolution.
- Forum participants, including unaffiliated individuals may participate in meetings and meeting discussion, but will not be identified with Civic Alliance positions. Announcements of Civic Alliance resolutions will be preceded by “The voting member organizations of the Civic Alliance support...” A list of voting member organizations will be attached with the resolution and posted on the website with the resolution.
- In rare occurrences in between general meetings when action by the Civic Alliance is required on a pressing issue, the steering committee will draft and circulate by email a proposed action to voting members organizations, which will have 24 hours to vote or comment by email or phone, or to opt out of the action. Special care will be taken to reach out personally to organizations that might have concerns about the proposed action. A _ majority of voting member organizations that participate in the vote will be required to move forward with the proposed action.

III. Steering Committee

The role of the Steering Committee is to guide the agenda of the Civic Alliance and the content of its general meetings. Steering Committee members include representatives of the chairs of the eight original working groups of the civic alliance, Civic Alliance convening organizations, and representatives of key stakeholders in the rebuilding process. Steering committee members can be nominated by voting member organizations, forum participants, and unaffiliated individuals but must be approved by the Civic Alliance steering committee.

- Steering Committee members should express their viewpoints in person at steering committee meetings, or by email in advance of the meeting.
- Steering Committee meetings minutes should be posted on the Civic Alliance website. Steering Committee members should also be listed on the website.
- The steering committee should meet monthly, at least one week in advance of every Civic Alliance general meeting.