

Civic Alliance Procedure Adopted June 30, 2003

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 ideas between diverse interest groups and for the coordination of information 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.

I. Membership

All individuals, whether affiliated or unaffiliated with an organization, are invited to become "Forum Participants." Affiliated individuals are also invited to join the Alliance as representatives of "Voting Member Organizations."

- "Forum Participants" will be identified as all individuals that attend Civic Alliance meetings on a regular (at least bimonthly average) basis either as a representative of an organization or out of personal interest. Forum participation alone in no way implicates individuals, or the organizations they represent, in the advocacy positions of the Civic Alliance. The expectation is that Forum Participants will:
 - share information with their colleagues in the Civic Alliance
 - provide their knowledge and expertise to address issues that arise in the rebuilding process
 - participate in policy development by working with working groups and committees
- "Voting Member Organizations" must be organizations that support the goals and vision of the Civic Alliance. "Voting Member" status is gained through signing-on to the procedures of the coalition. The expectation is that Voting Member Organizations will:
 - send a representative to general meetings on a regular basis
 - internally establish procedures for representation and voting at Civic Alliance meetings
 - support resolutions and advocacy positions passed by the Civic Alliance, or seek exemption through opt-out policy (see voting procedures)

II. Forum Procedure

General meetings of the Civic Alliance will continue to provide an open forum for individuals, organizations, government entities, and other community stakeholders to share research; discuss

plans, proposals, and strategies; and deliberate upon policy formation and technical solutions to redevelopment challenges. The agenda for general meetings will be set by the Steering Committee and distributed to Forum Participants and Voting Member Organizations at least one week prior to each meeting. Any individual, organization, or agency involved in the redevelopment process is welcome to submit items for the agenda. General meeting minutes will be emailed to Forum Participants following every general meeting.

In addition to general meetings, working group sessions will continue to offer a venue to exchange information and problem solve on specific areas related to the redevelopment of Lower Manhattan and the region. The eight original working groups, initially charged with writing a chapter of the draft *Planning Framework* of the Civic Alliance, are now challenged to informally monitor the progress of the LMDC and the Port Authority, and advocate for their recommendations in a variety of arenas. When relevant, additional working groups may be convened to address vital redevelopment issues. Working groups are chaired by a member of the Steering Committee, who is responsible for selecting working group participants and administering group meetings.

III. Advocacy Procedure

Policy Formation.

Most advocacy positions originate from the research, deliberation, and expert analysis of working groups. Proposed actions are then submitted to the Steering Committee by the working group chair to be further vetted in advance of the general meeting. Forum Participants and Voting Member Organizations interested in joining a working group should contact the appropriate chair. Individuals and organizations can also contribute to policy formation by submitting action items to the relevant working group or directly to the Steering Committee.

Voting Procedures

Once vetted by the Steering Committee, Alliance advocacy positions and actions must be put to a vote and passed according to the following procedures.

- 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.
- No quorum requirements exist for voting proceedings. The procedures established to announce and report on votes give Voting Member Organizations significant opportunity to be involved in proceedings if they so desire.
- 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.

IV. 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.

V. Procedure Approval for Voting Member Organizations

This section confirms that a representative of the organization below has read and understood the Civic Alliance Procedure and commits his/her organization to Civic Alliance participation as a voting member organization. The below signed representative understands that by signing onto this document, he/she establishes the organization as a voting member organization, thus associating the organization with all positions passed by the Civic Alliance by vote, unless the organization chooses to “opt out.” Civic Alliance voting member organizations may revoke their membership at any time by notifying the chair of the Civic Alliance in writing.

Voting Member Organization	Address
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Primary Representative	Position	Email
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Alternate Representative	Position	Email
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Primary Representative Signature	Date
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Please return a signed copy of this document to:

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