

June 14, 2022

## **Revised Structure MNA Preservation & Development Committee**

**Drafted Spring 2022<sup>1</sup>; distributed to Core Committee on 6/14/2022; implemented 6/14/2022; reviewed by MNA Board on 6/20/22.**

Pursuant to:

- many requests for better communication and clearer process from the P&D committee;
- and feedback from the MNA Board that committee debates are not commonly distilled enough to be useful to board members,

the MNA Executive Committee agrees and suggests adopting a revised structure and new communication guidelines. The new approach is supported by a number of existing MNA guidelines<sup>2</sup> and policies and informed by a handful of City of Madison Documents.

### **Committee Membership**

The P&D Committee will have 6-12 core committee members + the chair.

Members will be selected by the chair<sup>3</sup> and approved by the board annually in June.

They must be MNA members in good standing and have their names posted on the MNA website.

Committee members are required to be current with MNA dues and are expected to regularly attend meetings and carry out the duties that the committee assigns.

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<sup>1</sup>This process initiated by P&D Committee Chair, Marlisa Kopenski Condon, who asked for feedback on two alternative processes at the March 2022 meeting, submitted a revised selected approach to the larger group in April, asked current list of over 30 people on the committee email distribution list to self-select their role on either the Core or Advisory committee. The Chair chose the final list of Core Committee members based on experience, skills, commitment and group balance.

<sup>2</sup> **Reference: MNA Committee Structure Policy Part I, adopted January 18, 2021 Committee Membership**  
–Committee members are nominated by Committee Chairs and must be approved by a vote of the full Board, generally during the January Board meeting. However, Committee members may be added or removed at any time by an action of the Board.  
–Generally, Standing Committees will have three to five regular members in addition to the Chair(s).  
–Appointed Committee members must be MNA members in good standing.  
–Appointed Committee members shall have their names posted on the MNA website.  
–Committee members are expected to regularly attend meetings and carry out the duties that committee assigns.

<sup>3</sup> In 2022 the process was the chair invited all people on the email distribution list to indicate, on a Google Sheet, their preference to be on the core voting committee, advisory committee or interested neighbor. Chair made an effort to be inclusive, but also size the committee to be functional.

Three missed meetings without reasonable explanation will prompt the chair to initiate a discussion about a member's commitment to P&D.

Four missed meetings without reasonable explanation may result in dismissal from the core committee by the Board.

Core committee members have the responsibility to be well-versed in neighborhood documents, actively participate in discussions with neighborhood stakeholders, and take seriously their role as stewards of our neighborhood.

### **Voting<sup>4</sup>**

#### **1. Core Committee**

Board-approved, core committee members have official voting rights in a committee.

However, the committee chair may also take a poll of other neighborhood residents/members in attendance as an additional data point.

Core members, plus the chair, make the decisions for the larger group of interested and active members.

The chair may choose to vote or abstain from the general vote in order to break any tie.

A vote of fewer than six members is not binding.

A vote that results in less than a two-vote majority is also not binding.

In both cases, it is the chair's decision what, if anything, to bring to the board for approval.

#### **2. Advisory Committee**

Have no voting rights but are encouraged to express their (ideally informed and unbiased) opinions at meetings when invited by the chair. Advisory committee will not be assigned tasks or be on the same email distribution list as the Core Committee.

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<sup>4</sup> **Reference: MNA Committee Structure Policy Part II Decision Making and Structure of Standing Committees**

–Each Committee Chair may determine if recommendations are made by vote, consensus, or general agreements. Other operating procedures and policies must be approved by the Board.

–Committee Chairs are members of the committee with full discussion and voting rights.