

DISTRICT 16 PLANNING COUNCIL POLICIES

Adopted November 1989. Amended January 1990, November 1992, June 1995, September 1997, July 1998, September 2003, October 2005, November 2006, September 2007, January 2009, September 2010, September 2011, April 2014 and June 2014.

I. MISSION STATEMENT

Mission of the Summit Hill Association is to enhance the quality of life in our neighborhood through a wide range of community projects and programs.

II. NONPARTISANSHIP

The District 16 Planning Council will deal with nonpartisanship in the following manner:

- A. The Council will not support or oppose any political party or any candidate. While District 16 as an organization is nonpartisan, it encourages its members as individuals to be active politically. Individuals who are officers or staff of the Council shall not use their position with the Council to support or oppose any political party or candidate. Council Members may serve as delegates, make donations and give personal support to candidates; so long as the support does not in any way imply the support of the Council or of the Council Member or Staff Person as representative of the Council. Staff Members will not actively campaign for candidates within District 16. Any Council or Staff Member supporting or opposing a specific candidate will not seek to influence other Council Members in any way during official meetings or functions of the Council. It is not appropriate for any Council or Staff Member to hold elective office. A leave of absence will be required for any Council Member actively campaigning for an elective office.
- B. This policy statement will be reaffirmed yearly to remind returning Council Members and to inform new Council Members.

III. DISTRICT COUNCIL REPRESENTATIVES

The District 16 Planning Council will deal with representation in the following manner:

- A. The District 16 Planning Council will represent the demographics of the community it serves, recognizing that every interest cannot be represented in the limited membership of the Council. The Council will work to ensure that major and substantial ethnic, geographic, business and economic residential groups will have a voice in the normal decision-making process. Council Members have the responsibility to act in the best interests of the District Council with regard to organization decisions.
- B. This policy statement will be reaffirmed yearly to remind returning Council Members and to instruct new Council Members.

IV. ZONING ISSUES

The District 16 Planning Council will deal with zoning issues (i.e. variance requests, rezoning, special condition use permits, legally non-conforming uses, etc.) in the following manner:

A. Zoning issues that require a decision will be brought before the Council. The Zoning and Land Use (ZLU) committee will review the request, hear public comment and make a recommendation to the full Council. In the event the ZLU committee does not meet in time for a public hearing, the matter may be considered first by the Board of Directors and second by the Executive Committee with notice to ZLU Committee members. The Council hearing process will be as follows:

1. Zoning issues must be received in the Council office before the first public hearing by the City if the request is to be considered at the next Council meeting.
2. When the ZLU committee of the Council sets a date for a hearing, staff will invite the applicant to attend, will explain the public hearing and District Council process and ask the applicant to discuss his or her proposal with the neighbors, noting that the committee will request a report of the neighbor's approval. The committee agenda will be placed on the information table at the SHA office. To the extent possible, the Council staff will notify the affected neighbors of the hearing.
3. Staff will obtain the appropriate information necessary for committee decision-making before the committee meeting.
4. The committee will hold a meeting, open to the public, at which all interested parties may express their views, as time allows.
5. Committee members will vote on a recommendation to be submitted to the full District Council.
6. The ZLU Chair does not make motions on matters in order to present the reality and appearance of a "fair" hearing and give confidence to the public regarding the SHA land use deliberative system.
7. The full District Council will vote on the submitted recommendations at the next meeting of the Board of Directors. If the public hearing falls before the next board meeting, a recommendation of the ZLU committee or the Executive Committee will be submitted in lieu of a recommendation of the board of directors.

- B. This policy statement will be reaffirmed yearly to remind returning Council Members and to inform new Council Members.

V. CONFLICT OF INTEREST

The District 16 Planning Council will deal with conflict of interest in the following manner:

- A. To help prevent conflicts of interest or the appearance of such at meetings of the SHA Board of Directors and the Zoning and Land Use Committee; at the beginning of meetings, the chairs of those bodies will remind members of the following: "If any member present has an actual or a potentially perceived conflict of interest for themselves, their family, employer, business or organization, that member should announce that conflict at this time." This reminder will be given at each ZLU Committee meeting; and, at the President's discretion, at Board of Directors meetings when a matter needing action has a potential for conflicts of interest.
- B. Conflict of interest will be said to exist when an individual Council Member has a financial interest in the outcome of the decision; whether affecting that person directly, a family member, or some other business or organization with which the person or family is associated. Sometimes there may not be actual conflict of interest, but the appearance of conflict of interest can be harmful and should therefore be clarified; as perceptions can, at times, cause as much damage as reality. Appearances to the public at large and the local community are factors to take into account. The issue of conflict of interest will be raised by the person with the conflict; failing that, by whoever thinks of it. It is not always readily apparent to the individual when a conflict of interest is occurring. It is good practice to raise the question any time the topic is such that, even theoretically, there might be a perception of conflict. The notification process will be as follows:
 - 1. Notification of conflict of interest will be communicated at a District Council or committee meeting. The conflict must be noted in the minutes of the meeting. It may be in writing. At the very least it should be verbal, and must be given when a Council Member first discovers a conflict of interest.
 - 2. If a conflict arises again, it should be brought to the attention of the full Council or committee. Any person with a declared conflict of interest will not be allowed to participate in the consideration (that period after which a motion has been made and received a second) or vote on that issue. After a conflict of interest has been determined, the Council Member may or may not absent her/himself from the room. Conflict of interest will be determined by the District Council or committee on a case-by-case basis.

3. With regard to zoning issues, any board or committee member who owns or occupies property adjoining a case under review or who receives notice from the city as a property owner within the notification area specified by city ordinance for a case under review shall be deemed to have a conflict of interest.

- C. This policy statement will be reaffirmed yearly to remind returning Council Members and to instruct new Council Members.

VI. PUBLIC AND COMMUNITY RELATIONS

- A. It is the responsibility of each Council Member to accurately communicate the positions of the Council. When communicating with any member of the media, the Council must speak with one voice. For this reason, unless otherwise directed by the President, the President will represent the Council. All Council Members and staff will refer the media to the President. In the absence of the President, the Vice President will assume the role of spokesperson. Whenever possible, staff will develop press releases or statements to the public that can be approved by the president and distributed to other Council Members to use in discussion with their constituents.
- B. All meetings of the Board of Directors and its standing committees shall be open to the public, except when personnel and legal issues are being discussed.

VII. BOARD AND STAFF RESPONSIBILITIES

A. Planning

1. The Board is responsible for:
 - a. Formulating the strategic direction and policies for the organization,
 - b. Approving plans and goals for the organization,
 - c. Monitoring progress toward the plans and goals.
2. The Staff is responsible for:
 - a. Formulating the plans and goals based on the direction provided by the Council,
 - b. Implementing the plans.

B. Finance

1. The Board is responsible for:
 - a. Monitoring the organization's overall financial position: Bank statements will be reconciled and approved by the Treasurer on a monthly basis. Financial reports shall be given to the BOD on a monthly basis.
 - b. Monitoring financial progress.
 - c. Approving expenditures: Checks shall be signed by one or two of the following: President, vice-president, Secretary, Treasurer, and Executive Director. One signature is required for checks \$100 or less, two are required for checks over \$100. The Executive Committee may authorize

expenditures up to \$500. BOD approval is required for expenditures over \$500. Expenditures are delegated by line item at the beginning of the fiscal year. Any expenditures not within a delegated line item require approval of the BOD or the Executive Committee.

d. Creating debt.

e. Voided checks shall have the signature portion removed, void written across the face of the check, and shall be filed with the monthly bank statement. Returned checks and checks outstanding over 90 days shall be subject to a call by the Executive Director.

f. Managing the organization's investments,

g. Approving the annual budget and audit, if any.

2. The Executive Director is responsible for:

a. Developing an annual budget for the organization in cooperation with the Executive Committee.

b. Monitoring the budget and identifying problems. All invoices, bills and receipts shall be entered into the appropriate category on the accounting records approved by the Treasurer.

c. Obligating the organization through contracts with vendors once expenditures have been approved.

d. Arranging for an audit, if required.

C. Fundraising

1. The Board is responsible for:

a. Participating in fundraising events,

b. Approving contracts with other organizations,

c. Conducting fundraising efforts.

2. The Staff is responsible for:

a. Developing grant applications,

b. Identifying areas of board involvement for approaching possible funding sources,

c. Presenting proposed contracts for board approval.

D. Structure

1. The Board is responsible for:

a. Formulating overall structure for the organization,

b. Approving the overall structure for the organization,

c. Hiring the Executive Director.

2. The Staff is responsible for:

a. Designing staff jobs and job descriptions as approved by the Executive Committee.

b. Organizing the staff to carry out its work.

VIII. USE OF E-MAIL ADDRESSES (Adopted 9/11/03)

E-mail can be an effective and efficient means of communication between board members and the neighborhood as a whole. However, the use of this technology, as

with any personal information, can be abused. E-mail addresses for board and committee members, as well as for others who make e-mail addresses available to SHA, are considered private information and should be used for SHA business only. Anyone who wishes to use e-mail addresses obtained from SHA for anything other than SHA business needs to get the express permission of the intended recipient. Anyone who requests that their e-mail address be removed from any SHA list, or from any list obtained from SHA, must have that request honored. If SHA board members or others who have access to SHA e-mail lists do not abide by this policy, they will face censure from the board and possible further action.

IX. WORKPLACE CONDUCT POLICY Against Discrimination, Violence and Offensive Behavior in the Workplace (Adopted 10/11/05)

It is the policy of Summit Hill Association/District 16 Planning Council to maintain a respectful work and public service environment. The District 16 Planning Council will maintain a work and public service environment free from discrimination, violence, harassment, and other offensive behavior. The District 16 Planning Council will not tolerate such behavior by or toward any employee, officer or board member. Any employee, officer or board member of the District 16 Planning Council who engages in such behavior is subject to consequences.

Discriminatory behavior includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance. Violent behavior includes the use of physical force, harassment, intimidation, or abuse of power or authority when the impact is used to control by causing pain, fear or hurt. Violent behavior also includes verbal abuse and/or acts, words, comments, or conditions that would lead a person to reasonably believe a violent act could occur. Harassment includes words or conduct that is severe or pervasive, and that a reasonable person would find abusive. Behavior prohibited by this policy also includes requests to engage in illegal, immoral or unethical conduct, or retaliation for making a complaint under this policy. (All behaviors prohibited by this policy have not been explicitly covered herein. The definitions used are for illustrative purposes and are not meant to be all inclusive.)

One specific kind of discriminatory and offensive behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually-directed behavior, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;

Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or

Such conduct has the purpose or results of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or public service environment.

Behavior prohibited by this policy can include unwelcome sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually-suggestive facial expressions, kissing, touching, and sexual contact.

Any person who feels he or she is being subjected to discriminatory, violent, or offensive behavior of any kind may feel free to object to the behavior and shall report the behavior to the District 16 Executive Director or District 16 Planning Council President. In the case of violent behavior, the incident needs to be reported immediately to the above personnel and to local law enforcement.

All complaints of discriminatory, violent, or offensive behavior will be investigated promptly, fairly, and completely. The facts shall determine the response to each complaint. Each situation will be handled as discreetly as possible. Resolution of complaints can include, but not necessarily be limited to, an apology, direction to stop the offensive behavior, counseling or training, verbal or written warning, suspension with or without pay, or termination.

The foregoing is a statement of policy and is not intended by the District 16 Planning Council to create a contract. The District 16 Planning Council reserves the unilateral right to amend the foregoing policy.

**X. SHA BOARD MEMBER JOB DESCRIPTION AGREEMENT:
(originally adopted 11/9/06 and revised Sept. 2011):**

Purpose as Board Member: To advise, govern, oversee policy and direction; and assist with the leadership and general promotion of the Summit Hill Association – District 16 Planning Council so as to support the organization's mission and needs.

Mission of SHA: to enhance the quality of life in our neighborhood through a wide range of community projects and programs.

I understand that as a member of the Board of Directors of the Summit Hill Association (SHA) I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose of an SHA Board Member and the mission of the organization and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

Meeting and Time Commitments:

1. The board of directors meets monthly on the second Thursday of the month, 7 p.m. in the Linwood Community Center. Meetings typically last 90 minutes.
2. Board members will also serve as an active member on at least one committee
3. Board members are asked to volunteer time and service as major SHA-sponsored events including the House Tour, Annual Neighborhood Cleanup and Grand Old Day.

Expectations of Board Members:

1. I will support and advocate the organization's work and values to the community.
2. I will refrain from making official statements on behalf of the Board or SHA and, instead, refer individuals to the SHA President who serves as the organization's spokesperson.
3. I will fulfill the stated SHA by-law requirement that I not be absent from three meetings within any time period six regularly scheduled monthly meetings of the Board are held.
4. I will serve as an acting member of at least one, if not 2 standing committees.
5. I will volunteer my time and service at SHA sponsored events including participation in the fundraising activities of SHA as a contributor or volunteer.
6. I will fulfill my legal and fiduciary responsibilities under Minnesota law as a member of the Board of SHA, a 501(c)(3) organization and as detailed in Board orientation materials.
7. I will act in the best interests of the organization and excuse myself from discussions and votes where I have a conflict of interest either real or perceived.
8. I will stay informed about the organization. I will ask questions and request information. I will prepare for Board and committee meetings in advance. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
9. I will work in good faith with staff and other Board members as partners and colleagues towards successful achievement of our goals.
10. If I do not fulfill these commitments to the organization I will expect the SHA President to call me and discuss my responsibilities with me.

In turn, SHA will be responsible to me in several ways:

1. I will be sent, without request, timely financial reports, updates of organizational activities and background materials for Board and standing committee meetings.
2. The SHA President or Executive Director will regularly contact me regarding the organization's programs, goals, activities and status as well as my opinions and concerns in that regard. Additionally I can request such an opportunity whenever necessary.

3. The organization will help me perform my duties by keeping me informed about issues in the Summit Hill neighborhood and the City of Saint Paul.
4. Board members and staff will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal and moral responsibilities to SHA. Board members and staff will work in good faith with me towards successful achievement of our goals.
5. SHA will carry director's and officer's liability insurance.

I have read and commit to the SHA Board Member Job Description and Expectations Agreement.

Signed: _____

Date: _____

I have read and will abide by the SHA Workplace Conduct Policy.

Signed: _____

Date: _____

XI. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO) POLICY STATEMENT – Adopted April 2014

This statement is to affirm **Summit Hill Association – District 16 Planning Council's** policy on providing Equal Employment Opportunity (EEO) to all employees and applicants for employment in accordance with all applicable Affirmative Action Equal Employment Opportunity laws, directives and regulations of Federal, State and local governing bodies or agencies, specifically including Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment.

Summit Hill Association – District 16 Planning Council will not discriminate against any employee or applicant for employment because of age, ancestry, color, creed, disability, familial status, genetic information (genetic testing, family medical history, and/or genetic services), marital status, national origin, public assistance status, race, religion, retaliation, retaliation by association, retaliation by opposition, sex, pregnancy, sexual or affection orientation.

Summit Hill Association – District 16 Planning Council will maintain zero tolerance for harassment of or by any employee or applicant for employment because age, ancestry, color, creed, disability, familial status, genetic information (genetic testing, family medical history, and/or genetic services), marital status, national origin, public assistance status, race, religion, retaliation, retaliation by association, retaliation by opposition, sex, pregnancy, sexual or affection orientation. We will maintain an internal complaint procedure for complaints of such harassment, and will provide employees with contact information for federal, state and local enforcement agencies.

Summit Hill Association – District 16 Planning Council will take Affirmative Action (AA) to ensure that all employment practices are free of such discrimination and harassment. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Summit Hill Association – District 16 Planning Council fully supports incorporation of non-discrimination and affirmative action rules and regulations into contracts with subcontractors for goods and services.

Summit Hill Association – District 16 Planning Council will commit the necessary time and resources, both financial and human, to achieve the goals of Affirmative Action and Equal Employment Opportunity.

Summit Hill Association – District 16 Planning Council will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action and Equal Employment Opportunity objectives as well as other established criteria.

Summit Hill Association – District 16 Planning Council has appointed **Monica Haas, SHA Executive Director** as AA/EEO Manager to manage the Equal Employment Opportunity Program. His/Her responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Plan (AAP), as required by Federal, State and Local agencies. He/she will be given the necessary top management support and staffing to fulfill his/her job duties. The Chief Executive Officer of **Summit Hill Association – District 16 Planning Council** will receive and review reports on the progress of the plan. If any employee or applicant for employment believes he/she has been discriminated against, please contact Monica Haas, **SHA Executive Director** at this address:

Summit Hill Association District 16 Planning Council
860 St. Clair Avenue
St. Paul, MN 55105

Chief Executive Officer (Please Print)

Signature of Chief Executives Officer Date

XII. COMMITTEE ATTENDANCE - Adopted April 2014:

For each committee, board members assigned to a committee are expected to attend all meetings. Board members are expected to defend regular committee meeting times in their personal calendars, and to avoid scheduling other meetings during that time. Failure to attend three meetings within any period of time during which there are six regularly scheduled meetings without explanation acceptable to the committee chair constitutes grounds for removal from the committee.

It is the responsibility of the committee chair to monitor the attendance of each assigned board member, keep the board chair informed as to a member's lapse of attendance that necessitates removal from the committee, and to issue any warnings as appropriate to the committee member and, if necessary, removing that board member from the committee. Continued lapses in attendance on this committee, or, if re-assigned, on another committee, would be grounds for removal from the board by a 2/3rd vote of the full board of directors (as per Article 4.8 of the SHA Bylaws). It is the board chair's responsibility to support the decision of the committee chair, based on lapse attendance, by also issuing a warning to the committee member and/or ultimately removing that board member from the committee.

XIII. EXECUTIVE COMMITTEE RECRUITMENT - Adopted June 2014

At each April meeting of the SHA Board, the president shall announce that those board members with interest in joining the Executive Committee should seek out the president or executive director and make their interest known, whether verbally or in writing. The president shall repeat the announcement regarding appointment to the Executive Committee at the June and August board meetings.

The president and executive director shall make note of the names of the interested board members and retain them until the Annual Celebration in October of the same year. Following the Annual Celebration, the Executive Committee will consider the names of all interested parties to fill any of its open positions.

The Executive Committee encourages interest from any and all board members so that it may reflect as best as possible the demographic composition of the Summit Hill neighborhood.

XIV. GOOD NEIGHBOR AWARD POLICY FOR SELECTION – Adopted Sept. 2014

When the SHA Board reviews submitted nominations for the annual Good Neighbor Award, the Board will only vote and award 1 each year, but will have the option to select up to a total of 3 if it so chooses.