

Allied Procedures (approved 12/19/16 and 6/19/17)

Meetings:

Agenda

1. The Secretary will send out to board members a Call for agenda items.
2. Items should be sent to the Secretary at least 2 days before the meeting.
3. Agenda is prepared by the Secretary in consultation with the President(s).
4. Agenda is sent to board member and alternates.
5. At the beginning of the meeting, new items can be added by a vote of the majority of members who are present.

Minutes

1. A rough draft of the minutes will be sent by the Secretary only to the members who were present at the meeting.
2. A final draft will be sent to all board members.

Guests

1. Guests will be introduced at the beginning of the meeting.
2. Guests coming to make a specific presentation should generally be limited to 15 minutes. They should be advised in advance that this time will include their presentation, and questions and discussion.
3. The 15 minute time limit may be waived for guests, such as City Council members and staff, invited by Allied.

Comments by the President or Co-Presidents

1. Limited to 15 minutes
2. If the President(s) has (have) new items, these items will be discussed at an appropriate place on the agenda.

### Neighborhood Issues

1. Each representative has the opportunity to raise any concerns affecting his/her neighborhood. Each representative will have 5 minutes of uninterrupted time to make a presentation, including, if necessary, a Motion requesting action by Allied.
2. If an item has several points and requires discussion, representatives are encouraged to send information out in advance of the meeting and to include information about where to find the staff report or other relevant documents.
3. If reports are not circulated until the meeting, the item may be continued for discussion at the next meeting on a case by case basis.
4. If appropriate, items affecting other neighborhoods should be discussed under Old or New business.

### Allied Statements (request for statement, between meetings)

1. Request for statement. It is important to communicate with members as soon as possible. This communication would include:
  - Topic, governmental body and date of meeting
  - Link to the agenda item (and information regarding a staff report or other documents, and those links)
  - Explanation why sending a statement is being requested
  - Draft text of statement (this is important as it will allow sufficient time for review and comment by members of text language, and will provide more than just possible talking points )
2. Due to the immediacy of statements between meetings, send the request for statement to members preferably no less than 72 hours before the statement would be sent to the governmental body.
  - 48 hours for review and comments by members
  - Remaining 24 hours for consideration and majority approval by the Executive Committee (approval by the Executive Committee is based on the bylaws - which say,

the Executive Committee shall act for the Board for urgent business where it is imprudent to postpone until a Board meeting can be called. The Executive Committee consists of: President or Co-Presidents, Vice President or Co-Vice Presidents, Treasurer, Secretary and Webmaster)

- Minimum time frame is 48 hours (24 hours for member comment, and 24 hours for Executive Committee approval - otherwise see #8)

3. In addition to the text of a statement, draft statement should include:

- Statement re: should include the topic, date of the meeting, and the governmental body.

- Any cc's

4. Decision of the Executive Committee is communicated to the members

5. Statements should be sent to the governmental body no later than close of business the day before the meeting

6. Text of an approved statement is put on Allied letterhead, and sent to the governmental body by one of the authorized senders

7. (At a minimum) copy of statement is sent to the webmaster (for posting on the website) and the secretary. It is preferable that the statement as sent is provided to all members.

8. An exception to these procedures could be granted by the Executive Committee

Allied Statements (based on discussion and motion at a meeting):

1. Preferable that the topic is agendaized, and draft text of a possible statement (or an outline of the points and/or issues) is provided for review in advance of the meeting (even a few hours before the meeting is very helpful)

2. Provide copies at the meeting

3. Presentation and discussion of topic at the meeting

4. Motion for vote (including points to be made in the statement)

5. If approved, the member bringing forward the topic will circulate draft text of the statement to members (for comment) at least 72 hours before it needs to be sent (please allow reasonable time to send the statement to the appropriate governmental body, and that timing should be communicated in the email with the draft text)

- Statement “re:” should include the topic, date of the meeting, and the governmental body

- Include any cc's

6. If the draft text includes major points not included in the motion an additional step is required. The decision to include these additional points would be decided by majority approval of the Executive Committee (and communicated to members)

7. Statements should be sent to the governmental body no later than close of business the day before the meeting.

8. Text of statement is put on Allied letterhead, and sent to the governmental body by one of the authorized senders

9. (At a minimum) copy of statement is sent to the webmaster (to be posted on the website) and the secretary. It is preferable that the statement as sent is provided to all members.

10. An exception to these procedures could be granted by the Executive Committee

If there is not enough time to have a statement approved, members are encouraged to present material to the governmental body as a personal statement (making clear they are speaking personally, and not representing Allied)

### New Members

New members are strongly encouraged to read at least the last two years of Allied letters located in Advocacy on the Allied Neighborhoods Association website: <http://www.sb-allied.org/Advocacy.html>. The purpose is for new members to educate themselves, especially on issues or projects that can span a number of years and thus evolve over time based upon new information.