

## **Clifton Town Meeting (CTM) Executive Committee Responsibilities Standing Rule Adopted November 4, 2019**

### **Purpose:**

This Standing Rule assigns specific responsibilities, in concert with those existing in the CTM Bylaws, to be fulfilled by the Executive Committee under the direction of the President. The members of the Executive Committee may choose either to perform them or delegate to others.

### **Responsibilities of the Executive Committee**

1. Inform Trustees and Committee Chairs of Their Duties
  - 1.1. Ensure that all Trustees and Committee Chairs are informed of their responsibilities under the Bylaws, Standing Rules, and practices of CTM.
  - 1.2. Plan the Trustee Training / Onboarding Session prior to the first meeting of the new year, including organizing the program and content, sending pre-reading material, and scheduling a time acceptable to most incoming, continuing, and outgoing Trustees.
  - 1.3. Provide all Trustees with the Conflict of Interest Compliance Statement, which they must sign at the beginning of each year of their terms before being allowed to vote.
  
2. CTM Board Meetings
  - 2.1. At the first Board meeting of the year, pass a motion that establishes the regular Board meeting dates for the remainder of the year and including the first meeting the following January.
  - 2.2. Publicize all Board meetings by official and other customary means, such as Clifton Community website calendar, first page of Clifton Community website, Clifton News email list, all active CTM social media channels; and to post timely reminders of each meeting on Clifton News email list and social media, and other channels as appropriate.

- 2.3. Utilize the following standard meeting announcement text, which may be adjusted to reflect changes such as day, time, location, procedure, and agenda:

*Clifton Town Meeting (CTM) is your neighborhood community council, recognized by the City of Cincinnati and representing residents of Clifton. Board of Trustees meetings are open to the public and are usually held at 7:00 PM on the first Monday of each month at the Clifton Recreation Center, 320 McAlpin (free parking, universally accessible).*

*CTM welcomes your interest and participation in community affairs. The Trustees value your thoughts on agenda items or other concerns. You may speak during Board discussion of most agenda items and raise other concerns during the Public Comment time. The time allotted for individual comments and topics, and the number of speakers, may be limited in order to accommodate a fair representation of views. Those who sign up before the meeting will be given preference to speak. The Board customarily refers new concerns to one of its committees for recommendation. If your issue is urgent, email [contactctm@cliftoncommunity.org](mailto:contactctm@cliftoncommunity.org) right away. You can also ask to put an item on the agenda for the next meeting or tell the Board your opinion about any community concern.*

- 2.4. Prepare, circulate, and retain an attendance sheet for each CTM Meeting, whenever a record of attendance is required (e.g., Neighborhood Support Program).
- 2.5. Request Trustees to email resolutions, reports, and presentations to the Board at least three days ahead for consideration at a Board Meeting, and to remind them to send them immediately after the Meeting if they have changed or not been received, for inclusion by the Secretary in the minutes.
- 2.6. Send draft minutes to the Board for corrections within one week. Include any presentations as addendums at end.
- 2.7. Disseminate approved minutes on Cliftoncommunity.org and/or other official channels.

3. Executive Committee Meetings

- 3.1. Hold an Executive Committee meeting one week before each Board meeting for the purpose of setting the agenda:
- 3.2. Remind Trustees and Committee Chairpersons one week before the Executive Committee meeting to request time and submit motions as appropriate for their agenda items.
- 3.3. Publicize an invitation to submit agenda items in the same manner as Board meetings are publicized (above)
- 3.4. Choose from a list of items for consideration including input from
  - 3.4.1. Trustees and Committees
  - 3.4.2. Communications from CTM members, the public, and others
  - 3.4.3. Upcoming deadlines and calendar items that need to be planned for
  - 3.4.4. Unfinished business from prior meetings
  - 3.4.5. Reports due from committees, etc.
  - 3.4.6. Ensure that decisions made by the Executive Committee are on the agenda
- 3.5. Send draft of Executive Committee minutes to Executive Committee for corrections in time for the approved agenda to be publicized.
- 3.6. Publicize the meeting agenda to all communication channels (noted above) by Friday before the CTM meeting.

4. Communications: The Executive Committee shall oversee the communications between the Board and the community, including:

- 4.1. Operations according to Website / Social Media Committee Responsibilities and Security Guidelines
- 4.2. Clifton News email (currently Mail Chimp) providing the ability to send:
  - 4.2.1. Information about the official actions of the Board and its committees;
  - 4.2.2. Information related to the ongoing concerns of the Board;
  - 4.2.3. General information about the community, its businesses, and institutions;

- 4.2.4. Advertisement of Clifton Town Meeting events, events in which CTM plays a financial or volunteer role, community events and events sponsored by community businesses and institutions;
- 4.3. Links to additional information on other CTM media outlets;
- 4.4. Email content shall not take a position of support or opposition towards political candidates;
- 4.5. Email content shall not take a position on any issue for which CTM has not taken a formal position;
- 4.6. Maintain and promote the Clifton News subscriber list including investigating all reports of spam.
- 4.7. Obtain content for emails from other organizations, CTM Committees, and Trustees.
- 4.8. Respond to and forward inbound emails received via [contactctm@cliftoncommunity.org](mailto:contactctm@cliftoncommunity.org) to appropriate people on the board or to a full Committee. Best practice is to have two people monitor this inbox. Update the email forwarder on [godaddy.com](https://godaddy.com) so that the two selected people get the emails.
- 4.9. Update the city wide Community Council director on contact information changes by going to this link and following appropriate instructions from Invest In Neighborhoods. <https://portal.investinneighborhoods.org/community-council-information-change/>
- 4.10. Coordinate checking the USPS mail. There are two keys. Open and review all USPS mail. Distribute USPS mail as soon as possible and depending on priority.
- 4.11. Send official communications of CTM actions (primarily resolutions) to the City Council, Mayor, City Manager, and/or appropriate City department director.

## 5. Maintain Trustee File and Email Access

- 5.1. Update Google Group for CTM Board when Trustees join and depart. This is an “opt in” private email group for internal communications only. Send invite to new Trustees.
- 5.2. Update Google Drive access for CTM Board when Trustees join and depart.

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- 5.2.1. Maintain access for Trustees by adjusting emails for new and departing Trustees as well as non-Trustee Committee members.
- 5.2.2. Remind Trustees to keep files updated. This updating is not the specific job of the Secretary or any other Officer.
- 5.2.3. Remind Committees to read the files for prior years' work efforts so they don't have to reinvent each year. Committees should also update files with new learnings and ideas from the current year.
- 5.3. At godaddy.com, setup who gets forwarded the various CTM email accounts: (currently) housingandzoning, CTMpresident, CTMtreasurer, CTMwebmaster, membership, CTMgolfouting.