

## **A UNIFORM POLICY FOR BOARD MEMBER CENSURE**

Whereas the Board of Neighborhood Commissioners has conducted a number of Town Hall meetings around the City;

Whereas the Board of Neighborhood Commissioners has been told of many instances where Neighborhood Councils have experienced repeated disruptive conduct by Neighborhood Council board members;

Whereas Neighborhood Councils have often had to rely on other governmental agencies to address these situations;

Whereas Neighborhood Councils have experienced instances where efforts to resolve such situations have not been effective;

Whereas the Board of Neighborhood Commissioners wants Neighborhood Councils to have the tools and authority to act independently of other governmental agencies;

Whereas any process for addressing these situations should be uniform across the entire Neighborhood Council system;

Whereas the Board of Neighborhood Commissioners desires to institute a policy that includes openness, fairness, and a proper degree of procedural due process and that provides consistent guidelines;

NOW THEREFORE, IT IS RESOLVED THAT the Board of Neighborhood Commissioners establishes this policy for the Censure of offending Neighborhood Council Board member:

### **POLICY NUMBER 2020 -**

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Board may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process. The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by (3) Board members. The motion shall be delivered to any officer of the Board or a specific officer member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date and specific conduct relied upon for the motion. The motion shall not be conclusionary, eg "for alleged violations of the Code of Conduct" but shall be a factual statement that describes conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for promulgating the agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior

written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

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