



## **A Mayoral Blue Ribbon Committee**

(Adopted March 21, 2018)

### **Mission Statement**

The Citywide Neighborhood Committee (CNC) shall take the role of advocate for the neighborhoods within the City of Portsmouth, assuring that all aspects of City Government work through two basic principles: 1) protection and 2) preservation of the quality of our neighborhoods.

### **Vision Statement**

The Citywide Neighborhood Committee is a non-partisan, Mayoral Blue Ribbon Committee. It strives to fulfill the following objectives:

- a. Advocate for the “greater good” of the City and its neighborhoods as a whole, rather than individual neighborhoods and their respective, particular issues.
- b. Advocate that neighborhoods have a voice in all matters affecting the quality of life within the neighborhoods.
- c. Maintain and encourage lines of communication between the City elected and appointed officials and the neighborhoods.
- d. Encourage elected officials to participate in CNC process.
  - the Mayor or a representative from the City Council is encouraged to attend all general CNC meetings.
- e. Facilitate communication among Portsmouth’s neighborhoods in an effort to share information, opportunities, and solutions to various shared challenges.
- f. Provide speakers of interest to the General Membership who can help neighborhoods better understand City issues or who can build a stronger sense of community within the neighborhoods.
- g. Organize and/or host events and projects that build a stronger sense of community within our neighborhoods and across the city.
- h. Encourage and foster the formation of new neighborhood associations, as appropriate and when requested.

## **By-Laws**

### **I. Introduction**

The Citywide Neighborhood Committee is a Blue Ribbon Committee of the Mayor of Portsmouth, NH. It is an unincorporated, voluntary, umbrella organization for Portsmouth neighborhoods.

### **II. Mission**

The Citywide Neighborhood Committee (CNC) shall take the role of advocate for the neighborhoods within the City of Portsmouth, assuring that all aspects of City Government work through two basic principles: 1) protection and 2) preservation of the quality of our neighborhoods.

### **III. Governance**

#### ***A. General Attendance***

The Citywide Neighborhood Committee shall welcome residents of all neighborhoods of Portsmouth, NH. The Committee uses the generally-accepted definitions of the City's "neighborhood" areas.

Neighborhood representatives may be:

1. Officers or elected representatives of neighborhood associations.
2. Representatives of neighborhood associations or neighborhoods.
3. City residents in neighborhood areas which do not yet have formal associations.
4. Any Portsmouth citizen interested in civic engagement and furthering the committee's mission of the protection and preservation of our city's neighborhoods.

#### ***B. Steering Committee***

The Steering Committee is the leadership group for the Citywide Neighborhood Committee. Its purposes are to:

- Set the vision and direction for the Citywide Neighborhood Committee;
- Be aware of issues within the neighborhoods;
- Provide connections among City committees and boards.

Steering committee members are encouraged to be civically involved to help bring increased connections between the Committee and other City committees and commissions. As appropriate, Steering Committee members provide a voice for the neighborhoods on those same committees on which they serve.

The Steering Committee shall designate a Secretary, who attends General Membership meeting to record meeting notes. He/she shall be a voting member if a member of the Steering Committee.

### ***B.1. Steering Committee Membership***

Steering Committee Members must apply using the City Clerk's Boards and Commissions Application Process. The Mayor approves applications and appoints Steering Committee Members.

### ***B.2. Steering Committee Officers and Responsibilities***

#### ***B.2.A. Chairperson:***

The Chair shall be:

- selected from among the current Steering Committee members; and
- voted into position by the Steering Committee;

If no current member of the Steering Committee is willing to serve as Chair, the Mayor will appoint an interim Chairperson.

The Chair's responsibilities include presiding over CNC meetings and CNC-related events, and meeting on a regular basis with the City's Mayor to stay current on issues affecting the City and neighborhoods.

#### ***B. 2. B. Vice Chair***

The Vice Chair shall be:

- selected from among current Steering Committee members; and
- voted into position by the Steering Committee.

The Vice Chair's responsibilities include presiding over CNC meetings or events when the Chair is unavailable.

### ***B.3. Meetings, Quorum, and Member Absences***

The Citywide Neighborhood Committee shall meet no less than four times per year, at least once per quarter. A quorum will consist of at least half of the Steering Committee members. Meeting notification is given by electronic mail, posting on the City of Portsmouth website and via various social media outlets.

The Citywide Neighborhood Committee shall at times schedule other Neighborhood events outside of General meetings, which will serve the Committee's mission but may not have formal minutes or involve actionable motions.

- The Chair may convene additional meetings, as necessary, on a date and time to be agreed upon by the members. Meeting notifications will be distributed using similar methods as for other General meetings and events.
- The Chair may designate subcommittees who may meet for the purposes of projects pertaining to the committee who will report back at General CNC meetings.

Any Steering Committee member, who misses three (3) meetings or CNC-events within a calendar year without a reasonable excuse, shall be considered to have vacated his/her position. The Chair shall make contact with Steering Committee members after two absences, to inform him/her of possible dismissal after the next absence.