



## **A Mayoral Blue-Ribbon Committee (Adopted August 26, 2020)**

### **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 as well as 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.
- 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 who can help neighborhoods better understand City issues, neighborhood issues and/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 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. These definitions may be revised periodically to reflect more up-to-date neighborhood names and boundaries.

Neighborhood representatives and individuals who wish to interact with the Committee may be:

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

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

The Committee is a leadership group of the Citywide Neighborhood Committee, composed of volunteers, appointed by the Mayor and endorsed by the Committee and Neighborhood representatives. The Committee's 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.

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

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

The Committee shall consist of between four (4) and six (6) members as well as the previous Citywide Neighborhood chairs who are non-voting members. Prospective Committee Members who wish to join or existing Committee Members who wish to serve another term must apply using the City Clerk's Boards and Commissions Application Process. The Mayor approves applications and appoints Committee Members. Once appointed, new members would still be approved by the Committee and endorsed by the neighborhood representatives in attendance.

Committee members shall serve two-year terms, which are renewable.

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

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

The Chair shall be:

- Selected from among the current Committee members; and
- Voted into position by the Committee;

If no current member of the 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 meetings, when necessary, 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 Committee members; and
- Voted into position by the Committee.

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

#### ***B.2.C. Secretary***

The Committee shall designate a Secretary to record meeting notes. He/she shall be a voting member if a member of the Committee.

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

The Citywide Neighborhood Committee shall meet no less than four (4) times per year at least once per quarter or, as needed, depending on local conditions. A quorum will consist of at least half of the 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 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 meetings.

Any 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 Committee members after two absences, to inform him/her of possible dismissal after the next absence.

#### **B.4. Recording and Publication of Agendas, Minutes, and Meetings**

Meeting agendas and minutes shall be submitted to the City Clerk's office and published on the Committee's city provided website. Said minutes may also be shared through a CNC account on any social media or other community oriented online platform. CNC meetings should be recorded and broadcast on the City's YouTube and/or public television channel when possible.

#### **B.5. Use of CNC Member and Resident Contact Information**

No Citywide Neighborhood Committee member shall be permitted to use the contact information of general members or other residents, that was collected by CNC or its agent(s), for any purpose other than that of CNC business, activities, events, or meetings.

For example, resident and general member contact information acquired and developed through the work of the CNC shall not be used **in support or opposition of political or partisan campaigns**, as endorsements of candidates for public office or for the furtherance of private business.

#### **B.6. Impartial Nature of the CNC**

The CNC shall not take a stance on a particular neighborhood issue to the **detriment** of another neighborhood residents within a neighborhood, or Portsmouth as a whole but should serve as a bridge to negotiate an agreement or solution whenever possible.

The CNC shall work to foster conversations on neighborhood issues, help communicate those issues to City government and invite City staff and representatives to partake in those conversations if it can help in the resolution of issues and problems.

With its mission statement in mind, in its role as an advocate, the CNC shall work to ensure

that City Government is acting to protect and preserve the quality of our neighborhoods, as well as work to find consensus among residents on issues of importance.

**B.7. Severability**

If any provision or portion of these bylaws is held unenforceable, such provision shall be severed and shall be inoperative, and the remainder of the bylaws shall remain operative.