

**CITY COUNCIL COMMUNICATION 97-606
DECEMBER 22, 1997 AGENDA**

SUBJECT:

**APPROVAL OF AMENDED ENTERPRISE
COMMUNITY STEERING COMMITTEE
RULES AND PROCEDURES DOCUMENT**

SUBMITTED BY:

**JAMES GRANT
COMMUNITY DEVELOPMENT DIRECTOR**

SYNOPSIS –

In August of 1997, the five Enterprise Community neighborhood associations (NHAs), all represented on the Enterprise Community Steering Committee (ECSC), asked the ECSC to review the rules and procedures governing the ECSC, particularly the board structure. The NHAs suggested a reduction in the board size, an increase in business representation, and other amendments. In response to the NHA' s concerns, the ECSC established a Rules and Procedures Task Force which assembled approximately four times and worked at amending the ECSC rules and procedures. The task force presented the ECSC with a final Rules and Procedures draft at the monthly ECSC meeting on December 4, 1997. The ECSC approved the draft (a.k.a. City of Des Moines Enterprise Community Steering Committee Procedural Rules), and voted that it should be presented to the City Council on December 22, 1997.

FISCAL IMPACT –

N/A

RECOMMENDATION –

Approval of the amended ECSC Rules and Procedures document.

BACKGROUND –

A summary of the most significant amendments (and the correlating rationale) the Rules and Procedures Task Force suggested in its final draft are shown below:

Additions	Reason for Change
<p>Rule 5a: Officers shall be elected every two years at the regular February meeting, beginning in 2000, and shall serve no more than two terms.</p>	<p>No language was previously included in the ECSC Rules and Procedures concerning term limits.</p>
<p>Rule 5a: The ECSC shall fill any vacancy by nominating and electing a member to fill the vacancy until the next regular election of officers.</p>	<p>No language was previously included in the ECSC Rules and Procedures concerning filling vacancies.</p>
<p>Rule 5a: The Chair shall appoint a nominating committee who, at least two months prior to election time, will suggest a slate of candidates to fill offices.</p>	<p>No previous process for the election of officers existed.</p>
<p>Rule 6: The ECSC shall be comprised of 15 members. The appointment of members changed considerably: Neighborhood organizations shall have five representatives, agencies shall have three non-profit representatives, businesses shall have two owner/officer representatives, *Four environment work groups (ECSC sub-committees) shall have Chair representatives, and there shall be one Weed and Seed representative.</p>	<p>NHAs and ECSC felt there was a need to reduce the size of the board and believe doing so will enhance overall efficiency and productivity.</p>
<p>Rule 7: ECSC members and alternates shall serve two years, commencing April of 1998, and may be re-appointed to serve additional terms.</p>	<p>Previous language concerning length of term said members would serve until “ their tasks are completed” . This language was unspecific and very vague.</p>
<p>Rule 8: Language was added for the operation of work groups concerning action items and chairpersons.</p>	<p>No language was previously included in the ECSC Rules and Procedures concerning how work groups should operate.</p>
<p>Rule 10: Each ECSC member is expected to attend each meeting in its entirety.</p>	<p>Language was amended to provide clarification.</p>
<p>Rule 12: Concerning conflicts of interests, considerable language was added, including that an ECSC member may leave the meeting room while the issue of conflict is being discussed.</p>	<p>Language was amended to bring the rule into alignment with general City language of other boards concerning conflicts of interest issues.</p>

Deletions	Reason for Change
Rule 5a: The office of Secretary was removed.	The Community Development staff already performs responsibilities of a secretary and removal of the office would aid in the effort to reduce the size of the ECSC.
Rule 6: The appointment of members changed considerably.	To help reduce board size and enhance overall board balance.

*** Four Enterprise Community Environment Work Groups (or Sub-Committees):
Economic Work Group, Physical Work Group, Community and Neighborhood Work
Group, Human Work Group.**