

Neighborhood Organization Recognition

Requirements

The City of Minneapolis will recognize neighborhood organizations as independent nonprofits as recognized by the State of Minnesota. Neighborhood organizations will maintain policies and procedures that support organizational health, sustainability, transparency and accessibility.

Resident Engagement Activities

Engagement Activities

- The organization meaningfully engages all residents regarding major activities.
- The organization meaningfully engages residents not currently engaged, such as renters, communities of color, low income residents, immigrant and refugees, people with disabilities, expanding participation in the organization.
- Diverse communities are included in the organization's decision-making processes.
- Engagement activities are varied and documented.
- The organization maintains a current website or social media platforms.

Plan Modifications and Development for Other City Funding Sources

- The organization has documented outreach activities related to the process.
- Board members can describe the outreach activities conducted related to the process.
- The organization can demonstrate how underrepresented communities have been meaningfully engaged.

Policies and Procedures

Financial Policy and Procedures

- The board can demonstrate that they have reviewed the current files on a regular basis.
- The organization has current financial policies and procedures.
- The organization has a current organizational budget, approved by the Board of Directors.

Personnel Policy and Procedures

- The organization has current personnel policies (e.g. an employee handbook) approved by the board of directors.
- The current personnel policies include or address:
 - Contract(s) with contractors.
 - Waiver for workers compensation and unemployment insurance.
 - Worker's compensation and unemployment insurance (if applicable).
 - Equal Opportunity Employment/Affirmative Action Policy.

- Whistleblower policy.

Operations Manual

- The organization has a current operations manual.
- The board can demonstrate that they have reviewed the current operations manual.

Financial Accountability

Neighborhood organizations must have approved financial policies and procedures and should provide financial reports to the board on at least a quarterly basis. Financial reports should be publicly available. This section can be located within an operations manual.

Accounting/Bookkeeping

- Financial reports are easy to read and understand.
- Accountant is qualified.
- Accounting software is a standard, accessible product. (current approved software is QuickBooks, Quicken and Peachtree)
- Funded organizations must have an open and up to date register (electronic or paper), keep all supporting documentation on file, and ensure accountability by having at least two individuals involved in managing finances.

Organizational Accountability

Organizational bylaws, at the time of application (or before) will be submitted for review. NCR will review bylaws to ensure they are in compliance with the funding program. Please see “Board of Directors” section

- Bylaws comply with recognized neighborhood organization requirements.
 - Board term limits (no more than six years), no more than 25%
 - Election Day
 - Review for items which may be a hindrance of participation

Required filings for nonprofits

- Evidence of tax filings.
 - Will be submitted yearly through portal
- Evidence of Secretary of State filing.
- Evidence of current registration and annual report with the Attorney General’s Office.
- Evidence of 1099 for contractors.

Insurance Requirements (if applicable)

- Workers compensation.
- Directors and Officers insurance.
- General liability insurance meeting City requirements (\$2 million aggregate).

Americans with Disabilities Act Policy

- Policy is current and on file with NCR.

Language Access Policy

- Policy is current and on file with NCR.

Equitable Engagement Plan

- Plan is current and reviewed on an annual basis.

Board of Directors

Board member duties and descriptions

- Board of directors
 - Board duties and responsibilities.
 - Board development plan.
 - Board training.
 - Have no more than 25% of the board serve more than six consecutive years.
 - May allow ex-officio non-voting members (optional).
- Board members are trained on the roles and fiscal responsibilities
- Board has a strategic plan for funding.

Minimum Neighborhood Meeting Expectations

Funded neighborhood organizations conduct at least two general membership meetings, one of which provides for the election of board members. Annual meetings and board elections will ensure the following:

- Consistent with the State Non-profit Law, notice of an annual meeting must be provided at least ten but not more than 30 days before the annual meeting is to be held. The notice must include the date, time and place of the meeting, and must be given in a manner designed to notify all members with voting rights to the extent practical.
- Consistent with the State Non-profit Law, all residents of the neighborhoods are considered members with voting rights if (1) they are on a preexisting membership list, or (2) at a meeting of the neighborhood organization can produce a Minnesota driver's license, Minnesota identification card, or some form of residency verification that indicates the individual resides within the geographic boundaries of the neighborhood organization. Neighborhood organizations must accept non-photo ID methods for establishing residency. Notice for an annual meeting must include notification of any requirements for residency verification.
- When prior application for board candidates is required by the organization's bylaws, notice for applications must be provided at least thirty days prior to the deadline for those applications, and in a manner similar to the notice of the meeting itself. Screening of candidates must be restricted to membership eligibility.

- ❑ Unless otherwise provided for in its bylaws, the Board may not remove a Director unless due notice is provided, and the Director has an opportunity to be heard.
- ❑ Opportunities for voices to be heard.
- ❑ Updates provided on board actions.
- ❑ Ensure participation is equal through the City.
- ❑ Financial status of the organization including fund balances, expenditures for the year.

The process for nominating and electing board members will be similar for all neighborhood organizations. This will include allowing nominations for board candidates from the floor at the annual meeting. Not all residents can attend an annual meeting but may have interest in participating in the election process. Therefore, an alternate method to vote will be provided. Voting processes will be simple and easy to understand.

In order to simplify participation in the election process, maximize marketing/ awareness campaigns and educate the general public about neighborhood organizations, a citywide Neighborhood Election Day (a single day for all neighborhood board elections) will be established by NCR. The Citywide Election Day is optional for neighborhood organizations.

Participation in other Meetings and Committees

All meetings must be open to the public, unless closed for legal disputes or labor management discussions. Non-residents should be able to provide comments during open meetings.

- ❑ Board discussion and votes may be limited to board members, consistent with the bylaws of the organization. This can include committees of the board dedicated solely to governance and management of the organization (e.g., Executive Committee, Personnel Committee, Finance Committee, etc.).
- ❑ Any resident may fully participate in committee meetings or other meetings of the organization with the same rights as any other member of the organization, including making motions and voting, regardless of past attendance or status as a committee member. Exceptions may be made for committees of the board dedicated solely to governance and management of the organization (e.g., Executive Committee, Personnel Committee, Finance Committee, etc.).
- ❑ Conflicts of interest should be appropriately managed. Potential conflicts of interest should be disclosed and discussed, and where a potential for conflict of interest exists, participants should recuse themselves from debate and voting. Individuals with conflict of interest may still be present and may provide information upon request.
- ❑ Notice must still be provided if some or all of a meeting is to be closed. While discussion in a closed meeting may not be public, actions taken should be voted on in an open meeting and recorded.