

**CENTRAL CEDAR RAPIDS WEED AND SEED
STEERING COMMITTEE
POLICIES AND PROCEDURES**
(Draft for 11/18/09 Steering Committee Meeting)

Article I - Name

The name of this program shall be the Central Cedar Rapids Weed and Seed Program. The area that will be targeted for this program is set out on the attached map and encompasses the Mound View, Wellington Heights, Oak Hill Jackson, Taylor, and Northwest neighborhood association areas.

Article II - Mission and Purpose

The purpose of the Central Cedar Rapids Weed and Seed is to unite civic, community, and other organizations, residents, and law enforcement organizations; promote the strategic plan, programs, goals, and objectives of our Weed and Seed strategy; encourage members to render services that are beneficial to our community; and cooperate with other organizations performing similar services of benefit within our community.

Article III - Governing Body

Section 1: Governing Body. The Central Cedar Rapids Weed and Seed program shall be overseen by a Steering Committee. This group will plan, coordinate, implement, and finalize the overall direction of the program. It will include key representatives from public and private organizations as well as representatives from the neighborhoods who offer commitments to the programs goals and objectives. This group will also oversee strategy-related activities of the Site Coordinator, who will serve as staff to the Committee. Matters of policy and decision-making concerning the direction of the program will always include the full Steering Committee. The Steering Committee will also assess the achievements and evaluate the effects of program implementation as required by the Department of Justices Community Capacity Development Office.

Sub-section 1(a). Steering Committee Member Responsibilities. All public and private organizations affiliated with the Central Cedar Rapids Weed and Seed will advocate for the program goals and objectives, as well as abide by the purpose and policies of this Steering Committee. Each individual Steering Committee member will agree to: actively participate in and promote Weed and Seed activities in the target area; assist the Site Coordinator with raising funds, if appropriate; represent the needs and resources of the community and bring forth

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issues, concerns, feedback, and recommendations for programs, policy, and overall direction consistent with the Weed and Seed program; and, meet as required with the complete Steering Committee.

The Steering Committee monitors strategy implementation in an effort to track goal achievement, reviews available resources to achieve the strategy and assists in general program planning efforts. This Steering Committee provides regular assistance and support to the Site Coordinator in the preparation of program reports and grant applications.

Section 2: Membership. The Central Cedar Rapids Weed and Seed Steering Committee shall be composed of representatives committed to implementing the Weed and Seed strategy within the community. The membership of the Steering Committee shall not exceed 30 members. Members shall not receive nor be paid any compensation for serving as members of the Weed and Seed Steering Committee, other than compensation they may otherwise receive for their employment when service on the Steering Committee is a part of their employment responsibilities.

Sub-section 2(a): Addition of Members. Persons recommended to serve on the Steering Committee shall be selected by the entity or organization being represented. The recommendation must be made in writing.

Additional members, either individuals or organizations, may be accepted if an individual or organization submits a membership application or a written petition is submitted to the Steering Committee. After proper notification to active Steering Committee members (minimum 30 days), membership for the petitioner will may be considered at the next regular Steering Committee meeting. Additional members must receive a minimum of two-thirds affirmative votes from the quorum present. An official membership roster will be maintained by the secretary so that official members who vote can be tracked. The list will be updated as members join or depart.

Sub-Section 2(b). Membership Commitment. All agency, group, and organization memberships are contingent upon members entering into a signed Memorandum of Agreement to be a member of the Steering Committee.

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operations of the Weed and Seed grant. This position and shall preside at all meetings of the members. The Designee will be responsible for ensuring the viability of the Steering Committee and maintain copies of all of the minutes and agendas from the Steering Committee meetings.

First Vice-Chair: will preside at all meetings and with the assistance of the Executive Committee and Site Coordinator set the agenda for the Steering Committee Meetings. Perform the duties the Chair prescribes. If the Chair is absent or unable to fulfill her or his duties, the First Vice-Chair shall perform the duties.

Second Vice-Chair: will perform the duties the Chair prescribes. If the First Vice-Chair is absent or unable to fulfill her or his duties, the Second Vice-Chair shall perform the duties.

Secretary: will prepare, sign, present, and maintain the minutes from each meeting.

Treasurer: will review, sign, present, and maintain program fiscal reports.

Section 5: Membership Termination or Withdrawal. Any member may be removed from the Steering Committee by a two-thirds vote from the quorum present. A Steering Committee member who misses three consecutive meetings without notifying the Weed and Seed Site Coordinator may will be automatically removed from the Committee and not be permitted to attend meetings unless a formal request is presented in writing and approved by the Steering Committee. A member may withdraw at any time. Upon a termination or withdrawal, a special election to fill that position shall be held as soon as possible.

Section 6: Vacancies and Absences. Should an agency representative vacancy occur, the relevant agency shall nominate, in writing, a replacement to the Steering Committee. Written nominations will also be accepted from current members and program partners.

Section 7: Voting. Each Official Steering Committee member shall have one vote on the Steering Committee. Voting privileges will be balanced between local government, law enforcement, residents, and community-based organizations to the best of the

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Committee's ability, to ensure that no one entity dominates the program. Except as otherwise provided by these policies and procedures, a simple majority vote of the quorum present shall validate Steering Committee action and govern the implementation of policies, programs, and changes of the Steering Committee.

Sub-section 7(a). The Steering Committee may propose study, adopt, and approve changes in these policies and procedures. A two-thirds vote of the quorum present at any scheduled meeting is necessary to approve any change. A policies and procedures change may be made as long as it is announced and recorded at the previous meeting, noted in the agenda, and distributed at least one week in advance of the next scheduled meeting of the Steering Committee. Amendments become effective immediately upon the approval of the Steering Committee.

Section 8: Quorum. A quorum shall exist when a majority (50% + 1) of the Steering Committee is present. Written proxies may be counted to establish a quorum.

Section 9: Meetings. The First Vice-Chair or their designee shall provide all members with notice of the time and place of the meetings of the Steering Committee and all sub-committees. It is the responsibility of all sub-committee chairpersons to notify the Chair Site Coordinator at least 10 calendar days prior to a scheduled meeting to give ample time to send notice. Copies of all minutes should be forwarded to the First Vice-Chair Site Coordinator within two weeks after a scheduled meeting so the minutes can be sent out. This section applies to all Steering Committee and sub-committee meetings.

Section 10: Conflict of Interest. Any Conflict of Interest Policy and Disclosure Statement of the Community Corrections Improvement Association are incorporated. Notwithstanding that policy:

Sub-section 10(a). Individuals who serve on the Steering Committee as an agency representative of a non-profit or government agency cannot receive individual funding from Weed and Seed funds, but may receive funding for the agency to promote their contribution towards the Weed and Seed goals and objectives. Steering Committee members representing an agency that is being considered for Weed and Seed funding shall abstain from voting on the issue.

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Sub-section 10(b). If a question arises regarding a possible conflict of interest, a conflict of interest sub-committee appointed by the Chair will make a decision. This committee shall determine the existence or non-existence of conflicts of interest with individuals and entities that are affiliated with the Central Cedar Rapids Neighborhood Weed and Seed Project.

Section 11: Roberts Rules of Order. The rules contained in Roberts Rules of Order shall govern all proceedings of the Steering Committee and all sub-committees, except as provided herein or as provided by a vote of a quorum present.

Article IV - Administration

The Central Cedar Rapids Weed and Seed Program will rely on the advice of its Site Coordinator, operate within these policies and procedures, comply with applicable Department of Justice Guidelines for Weed and Seed sites, and work in cooperation with the Community Corrections Improvement Association. These policies and procedures define the responsibilities of the Site Coordinator, the Steering Committee, and the sub-committees.

Section 1: Fiscal Agent. The Community Corrections Improvement Association agrees to serve as the fiscal agent for the Central Cedar Rapids Neighborhood Weed and Seed program. In this role, the fiscal agent shall:

1. Be the recipient of all federal, state and other grant monies generated by and directed to the Weed and Seed strategy unless otherwise agreed upon by the Steering Committee.
2. Provide fiscal management and oversight as required by the Department of Justice.
3. Provide or obtain staff to fill the position of Site Coordinator according to the requirements and qualifications established by the Department of Justice, Community Capacity Development Office, and the Steering Committee.
4. Provide or obtain office space, supplies, and supervisory and administrative support for the Site Coordinator.
5. Provide or obtain staff time for community organizing, community development, and housing rehabilitation and development.

Section 2: The Weed and Seed Site Coordinator. The Central Cedar Rapids Weed and Seed Program will be administered by a Weed and Seed Site Coordinator selected

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by the Community Corrections Improvement Association and approved by the Weed and Seed Steering Committee. The Site Coordinator will:

Report to the Steering Committee, but will be supervised by the Registered Agent for the Community Corrections Improvement Association and the Chair of the Weed and Seed Steering Committee.

Be an employee of the Sixth Judicial District Department of Correctional Services. The Site coordinator will receive no salary from the Weed and Seed program.

Sub-section 2(a): Site Coordinator Responsibilities. The Weed and Seed Site Coordinator's primary responsibilities shall include:

1. Coordinating projects and implementing the Strategic Plan developed by the Weed & Seed Steering Committee.

Coordinating committee meetings and projects.

Providing notice of upcoming meetings.

Assisting with the identification of and application for sources of funding.

Serving as liaison with participating organizations.

Reporting to the Steering Committee and all sub-committees.

Submitting required reports and budget forms to the Community Capacity Development Office.

Attending Weed and Seed and related conferences.

Serving as liaison with other Weed and Seed sites.

Coordinating training programs as needed.

Overseeing all Steering Committee projects as assigned.

Overseeing the evaluation of all programs.

Overseeing any public relations or outreach campaign developed by the Outreach sub-committee.

Supervising other program staff.

Other duties as determined by the Steering Committee, its Chair, or the Registered Agent for the Community Corrections Improvement Association.

Policies and Procedures for contracting/financial expenditures are followed.

Sub-section 2(b). The Registered Agent for the Community Corrections Improvement Association and the Central Cedar Rapids Neighborhood Weed and Seed Steering Committee will regularly review the Site Coordinator's performance and duties to determine if additional staff assistance is necessary.

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Section 3: Sub-committees. Sub-committees of the Steering Committee are to meet when necessary or as directed by the Steering Committee. All sub-committee members, which may include community residents and representatives from agencies and organizations not represented on the Steering Committee, will have a specific interest in carrying out the Weed and Seed Sites program goals and objectives. Each sub-committee will provide a written report to be sent with the agenda prior to the meeting of the steering committee. If the subcommittee needs additional meeting time they will request the time needed prior to the agenda being published.

Sub-section 3(a): Standing Sub-committees. The standing committees of the Central Cedar Rapids Neighborhood Weed and Seed Steering Committee shall include:

Membership, Nominating, and Policies and Procedures. This sub-committee is chaired by the First Vice-Chair and is limited to four other members. It will make recommendations as to membership and as to policy and procedures changes.

Operations. This sub-committee monitors strategy implementation in an effort to track goal achievement, reviews available resources to achieve the strategy and assists in general program planning efforts. This sub-committee provides regular assistance and support to the Site Coordinator in the preparation of program reports and grant applications. This sub-committee will be chaired by the Steering Committee Chair.

Outreach and Sustainment. This sub-committee is responsible for developing the programs public relations plan to ensure that the community hears about the program regularly. It also creates informational pamphlets and handouts for distribution. The Second Vice-Chair will chair this committee. Also, this sub-committee will be dedicated to finding additional resources to sustain program efforts to ensure that the program is not dependent entirely upon Weed and Seed grant funding. It will also work to see that priority programs and services are maintained. Activities performed by this sub-committee will include fund-raising, soliciting donations, securing inter-agency agreements for resources, and identifying potential sources of funds (including other grant programs).

Community & Economic Development. This sub-committee is responsible for reviewing local planning initiatives and economic development proposals to

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coordinate efforts (when possible) with the Weed and Seed program. It will also address business retention strategies within the Cedar Rapids Neighborhood Weed and Seed community.

Finance and Budget. This sub-committee will develop and monitor the financial policies, procedures, and controls for financial reporting and compliance with Federal, state, and local tax laws and regulations; budgeting; program spending; and the coordination of any financial audits. This sub-committee shall present its budget findings and recommendations to the Steering Committee for approval. The finance and budget subcommittee will develop the policies and procedures for the expenditures of funds, or execution of contracts. The Steering Committee Treasurer will Chair this sub-committee.

Weed. The Weed sub-committee will develop and implement law enforcement strategies to remove criminal elements and negative influences from the target neighborhood. The sub-committee will facilitate a relationship between community residents and law enforcement to develop solutions to community problems and foster civic responsibility within the community. The Chief of Police or his designee shall serve as chair of this committee.

Seed. This sub-committee will develop and recommend strategies that bring positive influences to the target neighborhoods. Strategies will include prevention, intervention and treatment, community policing, and neighborhood restoration activities. Special consideration will be given to the coordination of human service programs and school programs designed to develop a positive community attitude towards combating violent crime, drug use, other crimes, and poverty. This sub-committee is also responsible for reviewing local planning initiatives and economic development proposals to coordinate efforts (when possible) with the Weed and Seed program. It will also address business retention strategies within the Central Cedar Rapids Weed and Seed community.

Sub-section 3(b): Other Committees. The Steering Committee may establish or dissolve sub-committees as it deems necessary.

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Article V - Amendments

These policies and procedures may be repealed, amended, modified, altered, and adopted by a two-thirds vote of the quorum present of the Steering Committee.

Article VI - Ratification of Actions

Actions taken prior to adoption of these policies and procedures shall be deemed to be in compliance with these policies and procedures if those actions are ratified by the Steering Committee after adoption of these policies and procedures.

I hereby certify that the foregoing is a true, correct, and complete copy of the Policies and Procedures of the Weed and Seed Steering Committee as in effect on this day of _____, 20_____.

Steering Committee Chair

Steering Committee First Vice-Chair

Steering Committee Second Vice-Chair