

MEMORANDUM

Date: July 16, 2020
To: Upper Harbor Collaborative Planning Committee
From: Erik Hansen, Director of Economic Policy & Development
Subject: Committee Expectations

At the July 8 meeting we discussed behavior expectations for the Collaborative Planning Committee (CPC). As for all City appointed board and commission members, staff, and elected officials, we hold the utmost expectations of professionalism and conduct. Members of the board are here to serve the interest of community and the people of Minneapolis. We are bound by the City's ethics code to ensure that all proceedings of the CPC convey confidence and trust in the integrity of the process. We maintain the highest ethical principles and avoid misconduct and conflicts of interest, apparent or real.

We put the public interest ahead of our own personal advancement and financial interests. We disclose conflicts of interest and refrain from participating in decisions where we have a financial interest. We avoid actions that might impair independence of judgment or give the appearance of impropriety or a conflict of interest. We do not use our positions to gain privileges or special treatment and do not use public property or personnel for private purposes.

We hold core principles of community engagement. Each one of us have a right to be involved, have our contribution thoughtfully considered, recognize the needs of all of our members, and to seek out involvement. In holding these ethical values and principles, we always commit to providing grace to other members, especially during times of conflict, in the deliberation of our work.

The CPC's Co-Chairs facilitate our meetings. It is their role to keep the committee on track and adhere to time constraints. They ensure that our work is accomplished. To this end the Co-Chairs must ensure all viewpoints and positions are heard and are considered in a fair and impartial manner. While the Co-Chairs are trusted to maintain order, this responsibility carries for each CPC member. City staff are also present to support the Co-Chairs and the committee in an orderly and respectful dispatch of our meetings.