

## **Hamline University Neighborhood Advisory Committee (HUNAC) reimagined for 2019 and beyond - Revised September 23, 2019**

### **Background**

HUNAC has established an ongoing relationship with Hamline University, spearheaded a historical survey of the neighborhood, and built sustainable communication channels to the Hamline University administration that benefit the neighborhood. With the expiration of the HUNAC charter in December 2018, there is an opportunity to reimagine the structure of the group. [For more of HUNAC's activities and accomplishments, see its website.](#)

### **Proposal**

HUNAC could evolve to become part of the Hamline Midway Coalition (HMC) as an advisory committee. HMC shares some goals with HUNAC, and working together would strengthen community representation since HMC can reach more members of the entire Hamline Midway community. Also, HUNAC would have access to staff and financial resources of a well-established and permanent community entity.

The role of HUNAC:

- Improve and enhance communication and relationships between Hamline University and the Hamline Midway community through its advisory role.
  - Establish new community/University partnerships, targeted to address community-defined problems and needs, while increasing faculty and student educational and service opportunities
- Provide Hamline University with an opportunity to engage with the community on matters that directly impact the local neighborhood and community.
  - In partnership with HMC, represent and promote the Hamline Midway neighborhood and community development/local economy
  - Develop initiatives to build the local economy and improve infrastructure, amenities, and services in Hamline Midway community
- Advise the City of St. Paul on University projects and plans that require the involvement of the City and that directly impact the local community.
  - Work with HMC (Board of Directors and Development Committee) to review potential developments and land use applications

A HUNAC representative will meet with Hamline University administration in **September, January and April** and report back to HMC (Board of Directors, Development Committee) if necessary.

### **Membership Composition, Roles and Responsibilities**

HUNAC members will include representative(s) from each of the following organizations:

- Member of the HMC Board of Directors/staff member (HMC - 2 reps)

- Hamline Church United Methodist (HCUM - 2 reps).
- A Hamline student representative from HU Student Congress (1 rep)
- Hamline University staff member Communications Department and a representative from administration (2 reps)
- Additional Hamline Midway community members (3 - reps)

Members serve as liaisons to the organizations they represent and report regularly to their organizations. Preference will be given to community members who represent backgrounds, organizations and/or perspectives not already represented on the committee.

### **Membership Recruitment and Terms**

Organizational representatives will be selected by their respective entities. Hamline Midway community members may join by contacting [HUNAC@hamline.edu](mailto:HUNAC@hamline.edu).

HUNAC members may serve up to two consecutive, two-year terms for a total of four years. New members will be recruited as terms expire. Those interested in joining as community-at-large members must attend a meeting, fill out an application and be voted in. *Note: As designated Hamline staff roles serve as liaisons with this group, staff members may remain the same or change at the President's discretion.*

Members of HUNAC will work annually to ensure the committee maintains full membership, based on the composition guidelines outlined above. Total committee membership will not exceed 10 members. If membership dips below 60%, the purpose and structure of HUNAC will be reevaluated.

### **Meeting Structure**

A minimum of four members are required for a meeting to be held. If a meeting attendance drops below four members for three consecutive meetings, the purpose and structure of HUNAC will be reevaluated.

Each HUNAC meeting will include an opportunity for public participation.

**Convener:** Hamline University, in partnership with HMC:

#### **Co-Chairs:**

- Hamline University representative
- A member of the subcommittee (not currently employed by or directly affiliated with Hamline University), selected annually by the members of HUNAC
- Co-chairs are jointly responsible for establishing the agenda and providing overall leadership for HUNAC

#### **Meeting Facilitation:**

Meetings will be facilitated by the co-chairs and approved by HUNAC. Minutes, polls and administrative duties are provided by the co-chairs of HUNAC. Hamline University will maintain the HUNAC website as a public record of HUNAC activities.

### **Decisions/Recommendations**

Official decisions and recommendations will require a majority vote at a meeting with at least four members.

The content of the report to Hamline University administration in September, January and April must be approved by the majority of the attendees at a meeting with at least four members.

All decisions and reports must be recorded in the approved minutes.

No quorum is required for a meeting.

### **Accountability/Reporting**

The appointed Hamline University representative directly communicates with, and regularly updates, the President of Hamline University. Other members of HUNAC report directly to the boards/members of their respective organizations. HUNAC is responsible for updating the HMC Board of Directors on its work and creating a "Purpose and Structure" guiding document, to be approved by HMC's Board of Directors.

### **Meeting Practices and Guidelines**

HUNAC will meet at least twice a year in alignment with reporting from Hamline (**June and November**) and twice more (**September and February**) to address other business. At least one member of HUNAC is invited to attend HMC development committee meetings which occur the second Thursday of every month at 6:30 p.m. in the auditorium of the Hamline Midway Library, 1558 W Minnehaha Ave.

Unless otherwise expressed, HUNAC will follow the established practices of HMC (bylaws).