

Mayor's Neighborhood Advisory Commission (MNAC)

Member Fact Sheet



MNAC Charter	<p>The primary purpose of the MNAC is for (1) the Mayor to communicate with and listen to the representatives of neighborhood associations on topics that may be of interest to neighborhoods; (2) representatives of neighborhood associations to communicate their interests and concerns to the City administration, and (3) members to serve as a conduit for timely, accurate information about City programs and services through various actions including reporting and/or forwarding to their membership information provided by the City. The MNAC may elect to review proposed changes to the City's comprehensive plan and neighborhood plans and provide comment on those proposed changes for the Mayor to consider. The Commission shall meet at least ten times per year and shall keep minutes of its meetings.</p> <p><i>(Bellingham Municipal Code Section 2.33.040)</i></p>
Core Commitments	<p>MNAC members commit to:</p> <ul style="list-style-type: none"> ➤ Facilitate and support two-way communication between City and neighborhood; ➤ Demonstrate support of City-wide goals; ➤ Keep their neighborhood association informed of what happens at MNAC
Preferred Skills	<ul style="list-style-type: none"> ➤ Ability to commit time and energy to MNAC responsibilities ➤ Effective written and verbal communication skills ➤ Effective listening skills ➤ Maintain objectivity ➤ Active in neighborhood association
Term of Appointment	<ul style="list-style-type: none"> ➤ Once appointed by the Mayor, primary MNAC representatives serve two-year terms, renewable one time, for a total of four years possible as a primary MNAC representative. (Exceptions may occur when an appointment is made for a partial term in the event of an unexpected vacancy.) ➤ Once appointed by the Mayor, alternate MNAC representatives may serve in that capacity indefinitely, based on the needs of the neighborhood.

<p>Application and Appointment</p>	<p>Primary MNAC Representatives:</p> <ul style="list-style-type: none"> ➤ Each Bellingham neighborhood is allowed one primary MNAC representative. ➤ Vacancies occur when a member’s term expires or there is a resignation. ➤ When a vacancy occurs, neighborhoods can nominate up to three (3) candidates for appointment consideration. ➤ Nominations are made in writing (email or hard copy) by the neighborhood association president and submitted to the Mayor’s office. ➤ Nominated candidates submit an “Application for appointment to City of Bellingham Boards and Commissions” form, directly to the Mayor’s office. ➤ The Mayor typically meets with all recommended candidates prior to appointment. ➤ Appointment notices or regrets are sent to the candidates and the neighborhood association president. ➤ Officially appointed MNAC representatives and alternates go on the City's MNAC email distribution list. ➤ If no nominations are received from the neighborhood association, the Mayor may select other representatives who are interested in serving and who the Mayor believes will effectively represent the neighborhood. <p>Alternate MNAC Representatives:</p> <ul style="list-style-type: none"> ➤ Each Bellingham neighborhood is allowed one* alternate MNAC representative. ➤ Application and appointment process is identical to that of the primary MNAC representative process. <p>*Any exception to allow additional alternates is at the discretion of the Mayor.</p>
<p>Time Requirements</p>	<p>Regular MNAC meetings are held on the third Wednesday of each month, usually from 6:30 p.m. – 9:00 p.m., in the Library Lecture Room, Central Library - 210 Central Avenue.</p> <p>Meetings last approximately 2.5 hours. Work outside meetings can include providing information to the neighborhood association and neighborhood residents regarding the work of MNAC; keeping abreast of neighborhood issues to bring to the attention of the City; forwarding information to the neighborhood association and residents when requested by the City; taking active part in the meetings of the Commission and follow-up activities.</p>
<p>Group Expectations</p>	<p>During MNAC meetings and activities, members agree that:</p> <ul style="list-style-type: none"> ➤ Individual members and the collective group are respectful to staff and each other. ➤ The role of MNAC shall be advisory only. Members respect the limitations of their individual and collective authority. MNAC appointment does not authorize individuals or members to direct or supervise staff. ➤ Members strive to appreciate differences in approach and point of view, whether from each other, City leadership or staff. ➤ Each member participates in the group discussion and work assignments, while respecting others' ability to participate.

<p>Meeting Structure</p>	<p>MNAC typically meets once per month and meetings are open to the public.</p> <p>MNAC members may offer ideas and topics for meeting agendas by communicating with staff during agenda development.</p> <p>MNAC meetings provide a comfortable environment to support the free flow of information back and forth between neighborhoods and the City.</p> <p>Large and small group exercises, formal presentations, question/answer sessions and other meeting formats will be used to assist members in understanding issues and in how to provide input and recommendations.</p> <p>It is expected that the Mayor or meeting facilitator will keep meetings on schedule. To the extent possible, the facilitator will ensure that the presentations and discussions conform to the agenda and that all members have the opportunity to speak and be heard. When necessary, unresolved discussion topics or issues may be carried over to a future meeting.</p>
<p>Role of City Staff</p>	<p>City staff is committed to the following, in support of MNAC success:</p> <ul style="list-style-type: none"> ➤ Structure meetings to remain on a progressive track within designated timeframes. ➤ Accurately document MNAC member concerns, issues and requests, via clear and concise written meeting notes. ➤ Provide members with background information, technical data and responses to questions. ➤ Answer questions and provide information in a respectful and open manner. ➤ Convey member issues, concerns and recommendations to appropriate City leadership for consideration. ➤ Summarize actions, decisions and next steps in simple, plain language. ➤ Provide timely follow-up information. ➤ Be available to assist members with understanding complex issue or topics.