
Mid-City CAN (Community Advocacy Network)
Governance Guidelines
2004
(With 2005 Amendments)

Name

This organization shall be known as Mid-City CAN (Community Advocacy Network).

Boundaries:

The area of service shall be limited to the communities of City Heights, Gateway, Kensington, Normal Heights, Oak Park, Rolando, Webster and the Hoover and Crawford Clusters.

Mission Statement

Mid-City CAN promotes a safe, productive and healthy community through the collaborative efforts of youth and families, community members, businesses, schools, religious and cultural organizations, and public and private agencies.

Purpose:

Mid-City CAN is a clearinghouse for ideas, resources, communication, coordination, advocacy and networking in support of the Mid-City community.

Goals

Mid-City CAN will have the following goals:

- To provide coordination and integration of social, health and community services
- To provide a forum for community-based decision making
- To develop greater community involvement, and
- To advocate for changes in government policies and systems that will improve the quality of life for all of Mid-City's residents – especially our children.

Membership

Collaborative membership will be renewed in September of every year and new membership applications will be taken on an ongoing basis. In an effort to allow for multiple levels of involvement from the community, we have developed a variety of ways to become involved in Mid-City CAN. Interested persons can participate in any and all Mid-City CAN meetings and initiatives.

COORDINATING COUNCIL

A. Coordinating Council Membership

1. The Coordinating Council shall consist of elected members from the Networking and Community Councils, the Community Development Coordinator and a representative from the Fiscal Sponsor.
2. Nominees will be selected from the Networking Council and Community Councils.
3. Nominees must be members of the collaborative with membership forms on file.
4. The Coordinating Council will have 17 seats with a minimum of seven seats reserved for residents, of which five shall be from the Latinos y Latinas en



Acción and two shall be from the larger community. 10 seats shall be reserved for organizational representatives.

5. All members of the Coordinating Council shall serve for a period of 2 years with half the members selected each year. *Approved: 08/05*
6. If a member of the Coordinating Council has three absences, that member can be expelled from the Coordinating Council. *Approved: 01/05*
7. 8 voting members of the Coordinating Council in attendance will constitute a quorum. *Approved: 08/05*

B. Functions of the Coordinating Council

1. Decisions for Mid-City CAN will be made by the Coordinating Council and reported to the membership.
2. Review matters brought to Mid-City CAN and, as appropriate, refer to the appropriate momentum teams, committees or the full collaborative for consideration.
3. Endorsements – see “Support Letters” below – will be made by the Coordinating Council on behalf of the collaborative. Under special circumstances, the Networking Council and/or Community Councils as a whole can make endorsements

C. Coordinating Council Nomination Process

1. Sixty days prior to the end of a term, an announcement will be made requesting nominations.
2. Any member may be eligible for the Coordinating Council. Nominees shall be brought before the Mid-City Can Networking Council and Community Council for vote.
3. Any members with a membership form on file present at the Networking Council and Community Councils election meetings are permitted to vote.
4. Nominations for Coordinating Council will be held in November of each year with additional elections held as needed to fill vacancies.

D. Leadership of the Coordinating Council

1. Members of Coordinating Council shall elect two members as Co-Chairs of the Collaborative.
2. Co-Chairs will be selected for two year terms with alternating terms of service.
3. Two Co-Chairs, with input from the Community Development Coordinator, shall be responsible for establishing and planning the agenda, speakers and facilitation for the monthly Networking Council meeting and the agenda for the monthly Coordinating Council meetings.
4. The Co-Chairs shall encourage participation of the Coordinating Council members and shall also be able to poll the CC for urgent decisions. Each Co-Chair will serve for two years with staggered terms.
5. Co-Chairs shall meet with the Community Development Coordinator on a quarterly basis to review the state of the collaborative.
6. All of the Coordinating Council shall serve for a period of 2 years with half the members selected each year.
7. Coordinating other activities for the Coordinating Council and Momentum Teams.



E. Support Letter

1. Applicants should be active members of Mid-City CAN (complete application and attend monthly meetings).
2. Applicants or representatives need to participate in at least one Momentum Team, or the Networking or Community Councils.
3. In the proposal, the applicant needs to specify the manner in which the applicant and Mid-City CAN will work collaboratively, the role of Mid-City CAN will play within the project, and identify any financial support the collaborative will receive.
4. Applicants will need to present the draft endorsement to the Coordinating Council.
5. The Coordinating Council must reach consensus in order to approve the support of the grant proposal.
6. Co-Chairs of Coordinating Council will be responsible for signing off grant and providing letters of support if necessary.
7. If time is crucial and Co-Chairs are unable to poll Coordinating Council, then the Co-Chairs are directed to use their best judgment.

FISCAL AGENT

1. The Fiscal Agent shall act on behalf of Mid-City CAN to assure funds are disbursed and recorded in accordance with guidelines established by funding sources, generally accepted accounting procedures, and within legal boundaries.
2. The Fiscal Agent may meet with the Coordinating Council at their discretion.

MOMENTUM TEAMS

Momentum Teams are “self-directed work groups” that gather to address issues of concern to those in attendance. They are directly responsible to the membership of Mid-City CAN.

1. Starting a Momentum Team – any interested member may ask to be on the agenda of the Networking Council or Community Councils and should describe the purpose of the group, and describe how it fits within the mission of Mid-City CAN.
2. When the needs have been met and/or commitment of members has diminished, the momentum team will end.
3. Momentum Teams shall identify themselves as part of Mid-City CAN and incorporate the Mid-City CAN logo into all public relations documents (e.g., momentum team letterheads, brochures) disseminated by the momentum team.
4. Communicate on a monthly basis to the membership through either the Networking Council or Community Council, when and where the meetings are held, contact person and ongoing activities and progress.
5. The leadership shall be responsible for establishing the agenda and planning meeting dates, keeping the roster, minutes and meeting announcements.
6. Reporting activities to Mid-City Can membership and to the Coordinating Council as requested.



Meetings of Mid-City CAN

Amended: November, 2005

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1. Regular meetings of Mid-City CAN (i.e., Networking Council and/or Community Councils) shall be held at least nine times a year.
 2. The Coordinating Council may call special meetings.
 3. Momentum Teams shall meet once a month or as needed.
 4. Coordinating Council shall meet once a month or as needed.

Amendments to the Governance Guidelines

1. Any proposed amendments to the Governance Guidelines will be presented to the general membership prior to vote by the Coordinating Council.
2. The Mid-City CAN Governance Guidelines may be amended pending the approval of two-thirds of the Coordinating Council members present.
3. Any amendments must be made in writing and kept on file in the Mid-City CAN office, to be viewed by the membership at all reasonable times during office hours.

