

**Report of the University-Neighborhood Partnership Work Group
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Submitted by

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Name of Organization

University Neighborhood Partnership

Statement of Purpose

The purpose of the University Neighborhood Partnership is to enhance the University residential community and address the dynamics of the college neighborhood by providing a process for communication and constructive action.

Membership of the University Neighborhood Partnership

- Facilitator
- City Representative 1
- S.U. Administration 1
- ESF Administration 1
- LeMoyne Administration 1
- Upstate Administration 1
- Students (SU, ESF, LC, UMU) 4
- Landlords 4*
- Permanent Resident 4**

TOTAL 17

*the landlords selected will own property in each of the following neighborhoods: Syracuse East University Neighborhood Association (SEUNA) Westcott East Neighborhood Association (WENA), Outer Comstock Neighborhood Association (OCNA), and Sherman Park Association: at least one will be a member of SPOA.
**Permanent residents (owners or renters) will be selected by SEUNA, WENA, OCNA and Sherman Park Association.

Rationale for membership formula:

The membership is designed to be a more integrated group that is organized to represent stakeholder groups. Although this is intended to emphasize shared issues rather than territorial concerns, it is recognized that neighborhoods within the target area have unique needs and concerns with respect to university presence and each should be represented at the table by a resident and landlord in that neighborhood. More representation of members of the residential community (students, landlords, owner-occupants) is intended to increase communication within the residential community.

The representatives from the City of Syracuse, SU, ESF, UMU, and LC will have the ability to work across all levels of their administrative structures and have authority to make decisions.

Four landlords will be selected who own property within the four neighborhoods within the target areas. At least one of the landlords will be a member of SPOA.

The four permanent residents will be selected by the following organizations: SEUNA, WENA, OCNA, Sherman Park Association from their respective areas.

The four student members who live off campus will be selected by the individual educational institutions.

Leadership

- Facilitator selected by the group.
- Secretary chosen from the UNP members.

Qualifications for Membership (Criteria of characteristics and shared values)

The members of the steering committee will embody the stakeholder group they represent and also embody characteristics listed below:

- Being proactive (acting in anticipation of problems, needs, changes) rather than reactive (focused only on existing problems)
- Interested in the common good
- Interested in building consensus
- Honest
- Non-confrontational
- Able to communicate
- Able to represent organizational attitudes
- Demonstrate integrity and confidentiality
- Being proud to participate

Decision Making

Every effort will be made by the UNP to reach decisions by consensus. However, when consensus cannot be reached, decisions will be made by a majority of those present.

Rules of Engagement

Demonstrate respect:

- Ask permission to use other's ideas.

Observe confidentiality:

- No information from the deliberation of the UNP and its committees is disseminated unless approved by the UNP and placed in the minutes.

Terms of Service on the UNP

- 2 consecutive 2 year terms, up to 4 years possible, with the exception of institutional members (city, educational institutions) who serve at the pleasure of their institutions.
- Staggered terms
- Initially, the terms of the four non-student neighborhood representatives and four landlords will be staggered by establishing two 2-year terms and two 1-year terms in each category. These 1-year and 2-year term representatives will be determined by "picking a name out of the hat."
- The term of student representation will be assessed when necessary

Funding

- A small independent source of funds for operational expenses is necessary and will be sought from local stakeholder groups and fundraising.
- The UNP will address budgeting and funding as need arises.
- If working on a stakeholder issue, the stakeholder or group of stakeholders will be asked to contribute.
- The UNP will not seek 501(c)(3) status, therefore would need to create a pass thru account with a non-biased, non-profit entity (i.e. Hendricks Chapel).

Guidelines

- Quorum: At all meetings, a majority of the members of the UNP (50% plus 1, or 9 members) and the facilitator shall constitute a quorum for the transaction of business.
- Decision Making: Every effort will be made by the UNP to reach decisions by consensus. However, when consensus cannot be reached, decisions will be made by a majority of those present.

- Attendance: Any UNP member who misses two consecutive meetings or misses a total of three meetings during the year without being excused may be removed by majority vote of the UNP.
- Resignation: Written notice. Effective upon receipt of notice.
- Removal: Any member of the UNP may be removed for cause by majority vote of the UNP. Removal should be considered only in extreme cases.
- Regular Meetings: Meetings shall be held at such time and place as may be determined by the UNP.
- Meeting Content: All meetings will have an agenda and minutes from the last meeting distributed to the members at least 3 days prior to the next meeting for approval.
- Distribution of Information: E-mail will be the primary means of distribution. UNP members must have their own account or access to a designated account. Minutes will be distributed among members for review. Any minutes or information must be approved by the UNP before release on the web site. The UNP will determine other means of communication (e.g. website, newsletter, community meeting).
- Committees of the UNP: Committees work for the UNP. The UNP determines what the committees will be. Committees will report to the UNP. At least one UNP member will serve as a liaison to a committee. Committees will recommend decisions, not make decisions. The UNP will approve the release of all minutes and information from the committees.
- Frequency of Meetings: The UNP will convene a minimum of nine meetings in a calendar year.