



NORDC Community Advisory Team (CAT) Recommendation Process

Items Eligibility

Changes or improvements to be made in the listed areas below as they pertain to community impact, trust building and health and safety concerns.

Eligible-Recommendations for Consideration

1. NORD Operations
2. NORD Programming
3. NORD Policies
Statements
4. Personnel Concerns

Not Eligible

1. Direct Line Item Budget Request
2. Personnel(Hiring/Firing)
3. Political Position

ABC's of Setting Recommendations

Recommendations

Ideas, suggestions, or proposals offered to the governing agency to be considered for effective operation that will result in a change or new process that will result in a positive impact to improved recreation.

Step One-Recommendations

- A. Any CAT member or Officer can submit a recommendation
- B. An opportunity to hear the background, narrative or synopsis is provided by CAT member introducing the recommendation
- C. Productive and meaningful deliberation must follow the introduction by at least 25% of CAT membership (All voices must be given equitable opportunity to express their points of view)

The goal of the deliberation process is to arrive at consensus to support an item being placed on a voting agenda.

Step Two-Approving

- A. No formal vote is required to move recommendation to a general vote. However, at least 25% of CAT members must be in attendance and a majority consensus is required for an approved action on any item after it has been considered
- B. Establish a General Vote: In order for a general vote to take place at least 51% of the CAT membership must be in attendance. Eligible voters must be identified and at least two Officers must be present. Voting must be recorded in the meeting summary and certified by the CAT Secretary. CAT Secretary is responsible for counting votes and recording them as well as reiterates the recorded findings to members present, ensure that all concerns have been addressed and ensure that everyone is satisfied with process.
- C. General Vote for all CAT members

Step Three-Submission

- A. A written record of statement is provided to NORDC CEO
- B. Record of Statement should contain the following:
 - a. Occasion, Meeting Date, Location
 - b. Names of Advisory Members Present
 - c. Motion Statement-Recommendation
 - d. Voting Results (Nays and Yeas)
 - e. Summary of any specific comments or details that exemplifies the significance of the requested action
- C. Follow the recommendation by appointing a CAT Officer or member to track it through the process (Timeline, Appropriate responding party and actual receipt of the response)

Grievances

If a CAT or recommending individual CAT member or officer feels that the NORDC CEO's denial of the recommendation is unfair or in any way inadequate, then the CAT or recommending individual member or Officer can file a written grievance with NORDC Commissioners.

- Written grievances must be delivered directly to the NORDC Commissioner for consideration for action; if the Commissioners find substantiating cause to support the grievance, necessary action must be taken to provide a remedy. I
- If NORDC Commissioners do not find substantiating cause to support the grievance, a written response must be provided to the CAT, or CAT member or Officer who filed the grievance.
- NORDC Commissioner's responses to grievance are final.