

## Criteria for Review of Responsible Organizations

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The City Code charges the City Council with designating an organization that will actively represent the residents of each respective geographic area to effectively facilitate the democratic selection process required to fulfill City, State, and Federal requirements.

1. A review of the designated responsible organizations will be conducted on an annual basis.
2. HHSD staff will utilize the criteria set forth below when conducting a review of the responsible organizations -
  - Has approved by-laws and other relevant organizational documents. The by-laws must indicate the organization's responsibility of conducting an election for a CDC nomination;
  - Adheres to term limits and attendance policies;
  - Meets regularly so they are current with neighborhood issues;
  - Record of meeting minutes;
  - Complies with Open Meeting regulations as far as posting their meeting notices 72 hours in advance in City buildings;
  - Follows the election process created by HHSD staff when conducting the nomination/selection meeting, including notifying the Office of the City Clerk with the name of the person receiving the plurality of the votes.