

## **American University Community Liaison Committee (CLC) Operating Document**

### **Organization Name**

The name of the organization will be the Community Liaison Committee (CLC). The Community Liaison Committee will replace the Neighborhood Liaison Committee.

### **II. Purpose**

- The purpose of the Community Liaison Committee is to:
- Foster positive relations between American University and its neighbors;
- Provide a regular forum for the exchange of information about university activities that may affect the communities surrounding American University;
- Report on the university's compliance with provisions of the 2012 Zoning Commission Order No. 11-07;
- and through discussion, attempt to resolve issues that are in dispute between the university and its neighbors. [Also see VII. Dispute Resolution]

### **III. Committee Membership**

The Community Liaison Committee will be composed of university representatives responsible for implementing and monitoring the major elements of the 2011 Campus Plan and representatives from each of the following community organizations:

- ANC 3D, 3E and 3F
- Embassy Park Neighbors Association
- Foxhall East Condominium
- Ft. Gaines Citizens Association
- Greenbriar Condominium
- McLean Gardens Condominium Association
- Neighbors for a Livable Community
- Spring Valley – Wesley Heights Citizens Association
- Sutton Place Condominium
- Sutton Towers Condominium Association
- Tenley Campus Neighbors Association
- Tenley Neighbors Association
- Tenleytown Historical Society
- Ward 3 Vision
- Westover Place Homeowners Association

## **University Representatives:**

- Seth Grossman, Chief of Staff and Counselor to the President
- Maria Barry, Director of Community Relations
- Jeff Brown, Dean of Students
- Qwendolyn Brown, Associate General Counsel
- David Dower, Assistant Vice President of Planning & Project Management
- Ed Fisher, Assistant Vice President of Community & Government Relations
- Dan Nichols, Assistant Vice President of Risk, Safety, & Transportation

American University's Seth Grossman will serve as the convener for the Community Liaison Committee and chair committee meetings. In the absence of Seth Grossman, another member of the President's Cabinet will serve as meeting convener and chair.

Other community organizations that serve residents represented by ANC3D, ANC3E and ANC3F may request membership in the Community Liaison Committee by submitting their request in writing to the committee chair, stating their purpose and interest in the committee's work. Membership requests will be presented to current committee members for comment before an organization is added to the committee.

A current member of the Community Liaison Committee may withdraw from membership at any time by submitting written notice to the committee chair.

## **IV. Committee Decision Making**

Matters generally will be addressed through discussion and resolved through a sense of the committee. [Also see VII. Dispute Resolution]

## **V. Meetings**

- Community Liaison Committee will meet at least quarterly. Generally, meetings will be scheduled in September, December, March and May.
- Meetings are open to all interested neighbors.
- Additional meetings may be called by any member of the CLC.
- The December meeting will include a Town Hall chaired by the University President and open to all neighbors.
- Through a sense of the committee, CLC members will agree to ground rules for conducting meetings to ensure an orderly and congenial meeting environment.

## **VI. Meeting Agendas and Summaries**

The meeting convener will issue a proposed agenda and call for additional agenda items three weeks prior to each meeting and invite CLC members to submit additional issues they would like to discuss.

- Standing agenda items will include scheduled updates and reports on:

- construction management,
- traffic demand management programs and annual monitoring reports,
- off-campus parking enforcement,
- off-campus student conduct, sound management on the Jacobs Athletic Field,
- enrollment data, university events and activities open to neighbors' projects and activities with potential for enhancing community and/or economic development in Ward 3.

Within two weeks following each meeting, the meeting convener will post a meeting summary, including action items, on the university's Community Relations Web page.

### **VII. Dispute Resolution**

- In the event of a dispute in which one or more CLC members and the university cannot reach agreement on a specific issue or set of issues related to the 2012 Campus Plan Order, the university will commit to alternative dispute resolution and engage a third-party mediator at the university's expense.
- CLC members who are parties to the dispute will participate in the selection of the mediator from a pre-approved pool of mediators established in consultation with the CLC. Mediations will be conducted in accordance with the Community Liaison Committee Mediation Program Guidelines. (See separate document.)

### **VIII. Committee Communications**

- The university will maintain a Listserv and Web page to facilitate CLC communications.
- Between meetings, the Director of Community Relations will serve as the primary contact for CLC members' inquiries. In the absence of the Director of Community Relations, members may contact the Assistant Vice President of Community & Government Relations.

### **IX. Amendments to the Operating Document**

- Any member of the Community Liaison Committee may propose an amendment to the Operating Document.
- Proposed amendments with accompanying rationale must be submitted in writing to the committee chair and must be received at least three weeks prior to the next scheduled meeting of the Community Liaison Committee to be placed on the meeting agenda.
- Proposed amendments will be approved by a sense of the committee in favor of the amendment.