



ALN PROCEDURES FOR ACCEPTANCE OF AND INVOLVEMENT IN PUBLIC ISSUES

New public issues can be presented to the ALN Board by any Newport resident for consideration of ALN involvement in the following manner.

Step 1: Prepare an Issue Proposal.

- Describe the issue in detail, including background, current status, short-range goals and long-range goals.
- Identify all groups and individuals involved with the issue, including the role each plays.
- Specify what role ALN is expected to play and explain why ALN's involvement is appropriate.

Step 2: Bring the Issue Proposal to the ALN Board for consideration.

- Send the Issue Proposal to the ALN President and Secretary (preferably by electronic copy to info@livablenewport.net).
- The ALN Secretary will add the Proposal to the agenda for the next Board meeting; send copies to Board Members and post a copy on the ALN website. (Note: In time-critical situations, the Secretary, with the agreement of the President, may call a special meeting of the ALN Board to consider the Proposal.)
- Following discussion at the ALN meeting, the Board may request additional information, postpone a vote on the Proposal for a future meeting or vote then to accept or reject the Proposal. The Board will take into consideration its mandate to be an unbiased resource for all residents and will take positions on city-wide issues only when it is clearly in the best interests of a majority of residents.

Once the ALN Board approves an Issue for ALN involvement

- The Board will delegate primary responsibility for the Issue to a Board Member and designate another Board Member as his/her back-up.
- The responsible Board Member will form a sub-committee (non-ALN members may be included) to work on the project, develop an action plan and estimate any financial requirements. The action plan and financial estimates must be approved by the Board before any action is taken.
- The responsible Board Member will provide progress updates at all ALN Board Meetings and Open Meetings. Any changes from the approved action plan and expense estimate must be approved by the Board.
- **A decision to take a position on an Issue must be approved by two-thirds (2/3) majority vote of the full Board of Directors.** Any position papers, letters, newspaper articles or other publications that will represent ALN's position to the public must be reviewed in advance and approved by the ALN Board (See Guidelines for Public Statements.)

Original prepared by Ron Becker – 2006

Updated by Harry Elkin and Bonnie Watson - 2009