

Resolution of the Civic Engagement Commission:

WHEREAS, the voters of New York City approved a ballot initiative to create a New York City Civic Engagement Commission in November 2018; and

WHEREAS, the Commission is charged with the mission of enhancing civic participation, in order to enhance civic trust and strengthen democracy in New York City; and

WHEREAS, to accomplish its mission the Commission, pursuant to section 3200 of the New York City Charter, intends to create initiatives and foster partnerships with public and private entities related to civil service, volunteerism, stewardship of public spaces, civic education, participatory budgeting, participation in community boards, civic organizations and community groups, and to support and encourage New Yorkers to meaningfully participate in civic life; and

WHEREAS, pursuant to section 3201 of the Charter, the Chair of the Commission is to serve as executive director and shall have charge of the organization of the Commission's office and have authority to employ, assign, and superintend the duties of such officers and employees as may be necessary to carry out the Commission's mission; and

Now, therefore, be it RESOLVED that, in furtherance of its mission, the Civic Engagement Commission hereby delegates to the Chair, and to staff designated by the Chair, the following duties and responsibilities:

- 1) Submit plans, initiatives and substantially related matters for Commission review and approval in relation to the core functions of the Commission set forth in Chapter 76 of the Charter. Such functions include:
 - (a) implementation of a participatory budgeting program established by the Mayor pursuant to section 225-a of the Charter;
 - (b) development of community partnerships;
 - (c) development of a language access plan targeted at limited English proficient individuals, consistent with section 23-1102 of the Administrative Code;
 - (d) development of a poll site language assistance program, including submission to the Commission for approval of proposed, final and updated methodologies to determine covered poll sites and languages and related policies;
 - (e) development of programming in partnership with City agencies;

(f) provision of assistance and training to community boards, in consultation and coordination with other agencies and borough presidents to the extent practicable; and

(g) preparation of reports that must be submitted by the Commission to City officials and the public pursuant to law;

2) Pending the submission of plans, initiatives and other matters pursuant to paragraph (1) of this resolution, pursue interim initiatives, in cooperation with other public and private entities, in furtherance of the core functions of the Commission provided that the Chair shall report to the Commission regularly on such interim initiatives;

3) Recruit candidates for membership of the participatory budgeting and language assistance advisory committees to be established pursuant to section 3202 of the Charter, and present proposed candidates for such committees to the Commission;

4) Enter into agreements with other City agencies, consistent with sections 1121 and 3204 of the Charter, to provide or share in the performance of administrative functions for the Commission in furtherance of the Commission's mission; and

5) Take all steps necessary to ensure that the Commission may meet as appropriate, including scheduling, determining locations and providing notice of meetings and hearings, as well as preparing and distributing agendas and determining the order of business for meetings and hearings, provided that a meeting shall be scheduled upon the written request of seven members and that any member may move at a Commission meeting to add to or change the agenda or order of business for the meeting or a future meeting.

DATED: 5-20-2019