



## **Steering Committee Resolution SC05-2012 – Operating Procedure for Approving Letters, Statements and Other Communication**

**WHEREAS**, Section 5.2.1 of the Memorandum of Agreement (the Agreement) between the members of the New York-Connecticut Sustainable Communities Consortium states that “The Steering Committee will be responsible for overseeing the day-to-day operations of the Consortium and the Planning Program,” and that there may be occasions where the Consortium wishes to communicate as a unified body to agencies, public officials or others on matters of concern to the Consortium,

**NOW, THEREFORE, BE IT RESOLVED**, the Steering Committee adopts the following procedures:

1. Drafts of letters, statements and other communication may be prepared by any Steering Committee member and submitted to the Secretary for distribution to the full committee.
2. The Secretary will distribute the document to the Steering Committee and schedule a meeting or conference call to discuss its contents.
3. Once the Steering Committee Co-Chairs have determined that there is a consensus on the content of the document, the Secretary will make revisions based on comments from the committee and submit to the committee for approval.
4. Steering Committee members will affirm their agreement or dissent from the document in writing via letter or email. To be approved, the document must receive affirmations of agreement from a majority of the Steering Committee member organizations, as well as no dissents, within five business days of transmittal by the Secretary. The Co-Chairs can specify a shorter or longer period of time for approval depending on the time sensitivity and complexity of the issue.
5. If there are any dissents, or if a majority fail to approve the document, then the Secretary will notify the Steering Committee and the Co-chairs will determine next steps.
6. If there are no dissents and a majority of members approve, the Secretary will submit the document to the appropriate entity on behalf of the Consortium.

**ADOPTED: September 14, 2012**

***“I hereby certify that the above is a true copy of Steering Committee Resolution SC05-2012, Adoption of Statements was motioned by Tad Diesel representing the City of Norwalk and was second by Michael Freimuth, representing the City of New Rochelle. This resolution was adopted and passed unanimously by the Steering Committee on the above mentioned date.”***

A handwritten signature in black ink, appearing to read "Chris Jones", written over a horizontal line.

***Chris Jones, Steering Committee Secretary***