



## **Bryn Mawr Neighborhood Association**

### **GRIEVANCE PROCEDURE**

**Section I: PURPOSE:** This Grievance Procedure is established to provide a mechanism for a person or group to raise objections to the process used by the Bryn Mawr Neighborhood Association (BMNA) in the development of its Neighborhood Priority Plan (NPP). The intent of this procedure is to encourage and protect the integrity and openness of the BMNA's decision making process.

**Section II: ORGANIZATIONAL STATUS:** Any challenge of a contracted neighborhood organization's status as the contracted organization shall be referred to the Neighborhood and Community Relations Department (NCR) of the City of Minneapolis for resolution through its Grievance Procedures. A copy of the findings and decision of that procedure will be reported to the Neighborhood Community Engagement Commission (NCEC).

**Section III: FILING CRITERIA:** A person or group may file a grievance with the BMNA Board concerning the Neighborhood Priority Plan (NPP) process if all of the following criteria are met.

1. The grievance concerns the process the BMNA has used as it develops its Neighborhood Priority Plan (NPP).
2. The person or group filing the grievance is eligible for participation in the development of the NPP or otherwise directly affected by the actions resulting from the organization's NPP process.
3. The person or group filing the grievance agrees to follow this grievance procedure.

**Section IV: PROCEDURE:**

1. A person or organization with a grievance shall submit the grievance in writing, with supporting documentation, to the Bryn Mawr NPP Coordinator.
2. Upon receipt of the grievance, the person(s) filing the grievance will be provided a copy of this Grievance Procedure by the NPP Coordinator.
3. The NPP Coordinator shall notify the members of the Bryn Mawr Neighborhood Association Board that a grievance has been filed.
4. The grievance shall be referred to the next regular meeting of the BMNA Executive Board. The BMNA Executive Board shall appoint three members to serve as the

Grievance Task Force from a pool of those who are willing and able to serve. This Task Force shall include at least one BMNA Board member. Each grievance shall have its own established Task Force. The Grievance Task Force shall meet as often as necessary to investigate and assess the facts of the complaint, to listen to those who have filed the grievance as well as other stakeholders, and provide recommendations for corrective action if necessary. A recommendation in writing must be presented to the BMNA Board within 60 days of their formation.

5. The BMNA Board shall adopt, modify or reject the recommendations of the Grievance Task Force.
6. If the person(s) filing the grievance or the affected neighborhood group is unsatisfied with the BMNA Board's findings or resolution, they may appeal the matter to Neighborhood Community Engagement Commission (NCEC). Such an appeal must be received within 30 days of the official response and will begin the NPP grievance procedure.

**Section V: GROUND RULES:** The following ground rules will be followed to assure the respectful investigation and resolution of the grievance.

1. Each participant in the Grievance Procedure will respect everyone's point of view.
2. The discussion and presentation of ideas will be open.
3. While allowing for an open process, it is understood that the best plan for the neighborhood should be the one adopted and implemented.

**Section VI: PUBLIC INFORMATION:** This document will be made available to the Bryn Mawr neighborhood on the organization's web site. A copy will be provided to all members of the BMNA Board and members of the NPP Planning Committee.

Adopted on December 12, 2018