

Resolution of the Civic Engagement Commission:

WHEREAS, the voters of New York City approved a ballot initiative to create a New York 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) By January 1, 2020, make available on the Commission's website a proposed methodology to determine the poll sites and languages covered by the Commission's Poll Site Language Assistance Program pursuant to section 3202 of the New York City Charter. The proposed methodology shall be the Draft Proposed Methodology presented at the meeting of the Commissioners held on December 18, 2019, with such further appropriate amendments as the Chair may make, provided that such amendments shall be provided to Commissioners in advance of the proposed methodology being made available on the website and that the proposed methodology as amended shall be substantially similar to the Draft Proposed Methodology.

2) 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, except as provided in paragraph 9;

(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 final and updated methodologies to determine covered poll sites and languages and related policies;

(e) development of programming in partnership with City agencies;
and

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

3) Pending the submission of plans, initiatives and other matters pursuant to paragraph (2) 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;

4) Recruit and appoint members of the participatory budgeting and language assistance advisory committees established pursuant to section 3202 of the Charter;

5) 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

6) 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.

7) Prepare and submit reports on behalf of the Commission as required by law, provided that the Chair must receive Commission approval prior to submitting a report required by chapter 76 of the New York City Charter, and that the Chair annually provides a list of reports not requiring Commission approval. The Commission hereby ratifies and approves any reports submitted by the Chair to public officials prior to the date of adoption of this subdivision.

8) Coordinate with the Chief Democracy Officer or equivalent to develop and implement initiatives to be undertaken pursuant to Executive Order No. 88, dated December 13, 2021; report to the Commission regularly on such initiatives; and respond to the Commission's comments, if any, in response to such reports.

9) Make the final selections among recommended local projects that are the subject of the participatory budgeting process, where the Commission is authorized by the Mayor to make such selections, and report to the Commission on which such local projects were selected to receive funding.

10) Implement and report to the Commission on any additional functions or mandates that may be assigned to the Commission and are not otherwise set forth in this resolution.

And be it further RESOLVED that the Civic Engagement Commission hereby ratifies and approves actions taken by the Chair prior to the date of adoption of this resolution to recruit and appoint members to the participatory budgeting and language assistance advisory committees established pursuant to section 3202 of the Charter.

DATED: October 23, 2023

HISTORICAL NOTE: Resolution enacted May 20, 2019; as amended by Amendment 1 dated December 18, 2019; as amended by Amendment 2 dated December 18, 2019; as amended by Amendment 3 dated September 30, 2020; as amended by Amendment 4 dated October 23, 2023.