

## **CWRU Neighborhood Advisory Council Charter**

### **About the Neighborhood Advisory Council**

The Neighborhood Advisory Council began as the Welcoming Campus Working Group, a learning circle of the first cohort of the Foundations of Community Building Program. The Welcoming Campus Working Group's purpose was to make the CWRU campus more welcoming for community members. It held listening sessions and a world cafe, and determined that it would host the first Campus-Community Play Date in September, 2019. After debriefing that event, the group determined that a more formal neighborhood advisory council for the university is warranted, and is necessary for the successful implementation of Pathway 3 of the Think Big Strategic Plan. This charter outlines the mission, scope, roles, and responsibilities of the resulting Neighborhood Advisory Council.

### **Mission**

The CWRU Neighborhood Advisory Council (NAC) serves as the community representative to University Leadership and advises on relevant issues, programs and projects that significantly impact people in East Cleveland and Cleveland neighborhoods around campus.

### **Objectives**

- Assist in creating a truly welcoming atmosphere on campus where residents of surrounding neighborhoods feel safe and included in the activities of CWRU.
- Build mutual trust and respect between neighborhood residents and CWRU through relationship building, dialogue, and transparency.
- Develop and promote programming that strengthens ties between CWRU and the surrounding communities so that future members of both CWRU and the surrounding neighborhoods feel a shared pride for their common community.
- Recognize and celebrate the abundant gifts, strengths, and assets that are already present in the community.
- Identify areas where the university and the community can come together to develop solutions that benefit the common good and promote racial equity.
- Allocate funds raised through the Good Neighbor Program.
- Support the work of CWRU organizations that are committed to community engagement.

### **Applications**

- Applications will be accepted annually between August 30<sup>th</sup> & October 30<sup>th</sup>.
- Applicants will be notified of their status by December 20<sup>th</sup> (term to commence in January).

### **Responsibilities**

- Attend all NAC meetings—in-person whenever possible (10-12 meetings<sup>1</sup> per year).
- Represent your community by bringing concerns and perspectives to the Council.
- Develop mutual, collegial working relationships with other NAC members.
- Participate as you are able in ad hoc committees or events to advance the work of the NAC.

---

<sup>1</sup> Meetings are scheduled for the second Thursday of the month from 3:00 – 5:00 PM with occasional exceptions.

## Membership Composition & Terms

The NAC shall have 20 members, consisting of 12 community residents, two (2) CWRU students, and six (6) representatives who work for CWRU or community organizations. The CWRU Office of Local Government and Community Relations (OLGCR) head shall be an ex officio member.

Regardless of the area of representation, each candidate for the NAC must apply to join the NAC whether the three (3)-year term is new or a renewal. The Membership Committee will screen all applicants using a uniform rubric and meet to deliberate. They will then prepare a slate decided by consensus for approval by the NAC at large at the December meeting. A two-thirds majority vote by closed ballot is required to pass the slate. A failed vote will result in presenting a new slate to the NAC by the Membership Committee followed by an anonymous virtual poll.

- **Community Resident Representation**
  - The 12 community residents together, shall represent a diversity of neighborhoods, community-based organizations, and interests.
  - **Mid-term Vacancies:** Community residents shall be vetted and selected by the Membership Committee and presented to current members of the NAC to fill a vacancy to complete the term. If that vacancy occurs within one (1) year of the end of the term, the member may run again as a new member with the option to renew.
  - A slate of community members, CWRU representatives and community-based organization representatives will be presented to the NAC for a vote and approval by a two-thirds vote by current NAC members.
- **CWRU and Community Organization Representation**
  - All CWRU and community organization candidates will be reviewed by the OLGCR before they are submitted to the Membership Committee for consideration.
  - **Mid-term Vacancies:** University Leadership shall also appoint new members to fill any vacancies from CWRU that may arise.
- **Elections**
  - New community members shall be approved by a two-thirds vote of current NAC members.
  - **Mid-term Vacancies:** If any vacancies arise, they shall be approved by a two-thirds vote of the current NAC members.
  - At any time, the NAC may vote by a two-thirds majority to end a NAC member's term based on failure to live up to the mission and responsibilities of the NAC.
- The Community Innovation Network (CIN) will serve as an ongoing resource for facilitation, ongoing community building, and evaluation by the NAC.
- The OLGCR shall be responsible for convening and supporting the NAC.
- To facilitate accountability and transparency, a majority of NAC members must be representative of CWRU's adjacent neighborhoods.
- All members (apart from CWRU students who may serve terms ranging from one (1) semester to a maximum of three (3) years) shall serve for three (3) years.
- Terms for NAC members are established to create three staggered classes of members, each serving a three (3) year term. This will occasionally result in a shorter term for a new NAC member voted in to replace another member's incomplete three (3) year term.
- Membership is limited to two (2) terms (consecutive or non-consecutive).

## Executive Committee / Leadership

Adopted December 11, 2025

- The NAC shall be co-chaired by one (1) community resident and one (1) CWRU representative, voted on by a two-thirds majority of the NAC.
- The term of the Co-Chair is two (2) years with a limit of two (2) terms.
- The Co-Chairs serve as members of an administrative team (which also includes staff representatives of the OLGCR and the CIN). This group will establish the meeting agendas, serve as a communication hub, and coordinate NAC committee work. With guidance from the NAC at-large, the Co-Chairs shall exemplify and maintain diplomatic and transparent meeting leadership, and may represent the NAC at campus and community events.
- The NAC may elect other leadership from among its membership as it deems necessary.

### **Compensation**

- NAC members *who are not being compensated for their service on the NAC in any other way*<sup>2</sup> shall be eligible to receive a \$700 stipend each year of service: \$350 to be paid in March and \$350 in September of each calendar year served on the advisory council.
- Four or more unexcused absences from official meetings will result in a 50% loss of the stipend.
- CWRU representatives on the NAC will not receive additional compensation for their service on this council.

---

<sup>2</sup> This rule applies to most Community Organization representatives who attend meetings as part of their employment.