

Operating Protocol for NCEC meetings:

Process to review Applications:

- Neighborhoods submit applications by last day of month prior to next NCEC meeting
- Staff prepares draft report recommending action on applications
- NCEC CoW reviews draft report and applications for which commissioners have questions
- Staff submits report recommending action on applications to NCEC
 - a. Report to be published at least 2 business days prior to NCEC meeting
- NCEC uses recommendation as a sort of consent agenda at NCEC monthly meeting
- Separating items from staff recommendation:
 - a. It is preferred that commissioners indicate by the end of day prior to the NCEC monthly meeting if an item should be separated from staff recommendation;
 - b. Items can be separated from staff report by request of a commissioner;
 - c. The Commission will review separated applications prior to approving applications with the goal of resolving questions or concerns. If the questions and concerns cannot be resolved, the facilitator will lead the commission through formal consensus seeking steps on the separated applications to reach conclusion.
- Commissioners declare “relevant affiliations” prior to NCEC action on applications (preferably by end of day prior to NCEC monthly meeting). Any applications affected by “relevant affiliations” will be acted on separately.

The facilitator will operate under an assumption of consent for the staff’s recommendation.

Example (using Community Participation Program):

Feb 28:	Due date for neighborhood CPP application
March 9:	NCEC CoW reviews staff draft recommendation and voices questions
March 18:	Staff recommendation published
March 21:	Preferred date for declaring “relevant affiliations” and requesting an item be separated from staff report
March 22:	NCEC acts on applications