

## City of Minneapolis Appointed Boards and Commissions Participation Agreement

This Participation Agreement (“Agreement”) is between the City of Minneapolis (“City”) and

\_\_\_\_\_ (hereinafter “Member”).

Whereas, the City has established Appointed Boards and Commissions (ABC’s) to provide an avenue for community engagement and resident participation in the City’s decision-making process, and

Whereas, the Member has been appointed to \_\_\_\_\_,  
one of the City’s ABC’s (hereinafter “the Body”), and

Whereas, the community and residents expect City government to be fair, ethical, and accountable,

Whereas, Minneapolis Code of Ordinances § 10.80 provides that “[a]ll members shall sign a participant agreement acknowledging the duties and responsibilities of the appointment,” and

Whereas, this Agreement sets forth duties and responsibilities assumed by the Member as part of accepting the City’s appointment of Member to the Body,

Now, Therefore, the City and the Member agree as follows:

1. Member undertakes the privileges and responsibilities of being a member of the Body freely and voluntarily. Member agrees to undertake these duties with professionalism, diligence and due care.
2. Member understands that the Body exists to serve and advance the needs of the community and all residents and not the Member’s personal interests. Member will use their appointed position to advance community needs and not personal interests.
3. Member agrees to treat fellow ABC members, City staff, elected officials, and members of the public with courtesy, respect, and professionalism both during meetings of the Body and while conducting the work of the Body outside of formal meetings.
4. Member agrees to respect and abide by the final decisions of the Body, even if Member is not part of the majority that voted for the decision.
5. Member agrees to comply with the City’s Ethics in Government code, Minneapolis Code of Ordinances Chap. 15, and to attend ethics training before serving on the Body. This includes, but is not limited to, disclosing and refraining from participating in any matter where Member has a conflict of interest.
6. Member agrees to make their best effort to attend the Body’s meetings regularly. Member agrees that, when absence is unavoidable, Member will communicate with the Body’s leadership and City staff.

7. Member agrees to timely disclose any change in circumstances that may affect Member's eligibility for membership in the Body, including but not limited to a change in city of residence.
8. Member understands that the Body is performing a government function and that data created or received in the performance of the Body's work is government data under the Minnesota Government Data Practices Act, Minn. Stat Chap. 13. Member agrees to comply with the requirements of the Act. If Member receives a request for data, Member will not supply data but instead Member will promptly advise City staff and comply with staff directions regarding the proper response. If staff receives a request for government data in Member's possession, Member will cooperate with staff including providing all requested data to staff.
9. Member understands that the Minnesota Government Data Practices Act includes a presumption that much of the Body's data, including electronic communications between members about the Body's work, is public data. Member agrees to conduct themselves at all times with courtesy and professionalism in a manner appropriate to the fact that such communications may be made available to the public.
10. Member agrees to cooperate with the City Clerk or designee in the creation and preservation of official records documenting the Body's work.
11. Member understands that, in particular circumstances and where otherwise authorized by law, Member may be provided with data that is not public. If Member is authorized to and does receive such data, Member agrees to keep it strictly confidential. Member will not disclose not public data for any reason and will use the data only for the purpose for which it was provided. Member will destroy or return not public data when requested to do so. Member agrees that this promise to hold not public data in strict confidence continues after Member is no longer serving on the Body.
12. Member understands that the views of one member do not represent the views of the Body. Member agrees to refrain from speaking or acting or purporting to speak or act on behalf of the Body unless expressly authorized to do so.

Member's name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

