American University Community Liaison Committee (CLC)
Operating Document

I. Organization Name
The name of the organization will be the Community Liaison Committee (CLC). The Community Liaison Committee will replace the Neighborhood Liaison Committee.

II. Purpose
The purpose of the Community Liaison Committee is to:
• foster positive relations between American University and its neighbors,
• provide a regular forum for the exchange of information about university activities that may affect the communities surrounding American University,
• report on the university’s compliance with provisions of the 2012 Zoning Commission Order No. 1107, and
• resolve issues in dispute between the university and its neighbors.

III. Committee Membership
The Community Liaison Committee will be composed of university representatives responsible for implementing and monitoring the major elements of the 2012 Campus Plan and one designated representative from each of the following community groups:
• ANC 3D, 3E and 3F
• Embassy Park Neighbors Association
• Foxhall East Condominium
• Ft. Gaines Citizens Association
• Greenbriar Condominium
• McLean Gardens Condominium Association
• Neighbors for a Livable Community
• Spring Valley – Wesley Heights Citizens Association
• Sutton Place Condominium Association
• Sutton Towers Condominium Association
• Tenley Campus Neighbors Association
• Tenley Neighbors Association
• Westover Place Homeowners Association

University Representatives:
• Jorge Abud, Ass’t VP for Facilities Development & Real Estate
• Linda Argo, Ass’t VP for External Relations & Strategic Initiatives
• Michelle Espinosa, Associate Dean of Students
• Jerry Gager, University Architect
• Gail Hanson, VP of Campus Life
• Walter Labitzky, Director of Facilities – Washington College of Law
• Dan Nichols, Executive Director of University Safety Programs
• [Position Open], Director of Community Relations
• David Taylor, Chief of Staff to the President

American University’s Vice President of Campus Life will serve as the convener for the Community Liaison Committee and chair committee meetings. In the absence of the Vice President of Campus Life, another member of the President’s Cabinet will serve as meeting convener and chair.

IV. Voting
• Each CLC member or alternate representing a community group will have one vote.
• The university will have one voting member, the president’s chief of staff or designee.
• Motions will be carried by a simple majority of those present.

V. Meetings
• The Community Liaison Committee will meet at least quarterly. Meetings generally will be scheduled in September, December, March and May.
• Additional meetings may be agreed to by the CLC or called by any member of the CLC with the concurrence of a simple majority of committee members.
• The December meeting will be a Town Hall chaired by the University President and open to all neighbors.
• CLC members will adopt ground rules for conducting meeting business to ensure an orderly and congenial meeting environment. (See Civility Pledge)

VI. Meeting Agendas and Summaries
• The meeting convener will issue a call for agenda items three weeks prior to each meeting, inviting all CLC representatives to submit issues they would like to discuss;
• Standing agenda items will include scheduled updates and reports on:
  o construction management,
  o traffic demand management programs and annual monitoring reports,
  o off-campus parking enforcement,
  o off-campus student conduct,
  o sound management on the athletic field,
  o enrollment data, and


- university events and activities open to neighbors.
- Within two weeks following each meeting, the meeting convener will distribute a meeting summary and list of action items.

VII. Dispute Resolution

- In the event of a dispute in which the majority of the CLC representatives and the university cannot reach agreement on a specific issue or set of issues, the university will commit to alternative dispute resolution and engage, at the university’s expense, a third-party mediator.
- CLC members will participate in the selection of the mediator; the mediator that is selected must be agreed upon by a simple majority of the CLC members.
- Mediations will be conducted in accordance with the Community Liaison Committee Mediation Program Guidelines. (See separate document.)

VIII. Committee Communications

- The university will create a Listserv and Web page to facilitate CLC communications.
- Between meetings, the Director of Community Relations will serve as the primary contact for CLC members’ inquiries and concerns. In the absence of the director of Community Relations, members may contact the Ass’t VP for External Relations & Strategic Initiatives.

05/30/12