

Community Partners Bureau Policies

The logo for ADDISON, featuring the word "ADDISON" in a bold, blue, sans-serif font centered within a white circle. This circle is set against a blue background that is part of a larger graphic design on the right side of the slide, which includes diagonal grey and blue sections.

January 12, 2021


On February 13, 2020, a Work Session was held to discuss possible updates to the Community Partners Bureau.

Council provided Staff with direction to adjust the Community Partners Bureau annual application and approval processes. These were done without a need to amend any policies.

Minor amendments to the Community Partners Bureau Policies are being presented for discussion to allow for the remaining adjustments Council discussed.

Draft Policy Amendments

- The proposed amendments:
 - make grammatical adjustments to the definition of Community Partner.
 - remove the Council Liaison definition while still allowing Council members to serve as Bureau Members.
 - clarify the appointment length and affords Council the ability to make appointments of varying lengths as may be needed.
 - remove 'Council Liaison' from the Bureau Member interaction list.



Community Partners Bureau

Definition Statement:
The Addison Community Partners Bureau is a body of residents appointed to duly represent the Town of Addison with its Community Partners.

Community Partners:
~~Community Partners are non-profit organizations which promote public purposes and benefit the public within the Addison community, and which have an agreement with the Town regarding the provision of those services. These are specifically determined annually by Council.~~

Town Staff:
A Town Staff liaison shall be appointed by the City Manager.

Council Liaisons:
~~One or more members of the Council may be assigned to serve as liaisons to the Community Partners Bureau.~~

Structure of Bureau:
The Bureau consists of individuals ("Bureau Members") appointed by Council ~~Liaisons with input from the rest of the City Council.~~ Bureau Members shall each serve as a representative of the Town to one of its Community Partners. Bureau Members will serve a three-year term ~~intended to beginning on January 1st and end on December 31 as specified in the appointment resolution. Council may appoint a Bureau Member for a shorter term as deemed necessary due to a vacancy of the following year in which they are appointed. Each Bureau Member may serve one term (not necessarily assigned to the same Community Partner) with an option for one additional year.~~

To qualify for service on the Bureau, candidates must have demonstrated a commitment to community service, such as completion of the Addison's Citizens' Academy, Leadership Metrocrest, service in the Addison Advocates program, and/or other volunteer service working with the Addison Community.

Bureau Members:
Bureau Members will interact with a Community Partner, Town Staff and Council ~~Liaisons.~~ This interaction may include service on the Board of Directors, a committee, or a task force of a Community Partner; site visits to places served by a Community Partner; staff updates; or attendance at events. Bureau Members will be charged with receiving Community Partner communications, giving general written (e.g., e-mail) updates about their Community Partner engagement, and submitting a completed Community Partner service evaluation developed in accordance with the Town's grant application and requirements. Official Town updates to Community Partners may be prepared by the assigned Town Staff member.

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Draft Policy Amendments Direction to Staff

- Staff will capture Council's desired changes to the Community Partners Bureau Policies and bring these forward as an agenda item at a future meeting.
- As a reminder, Community Partners Bureau applications are being accepted until January 18, 2021.
- Staff will provide Council with the applications and prepare a resolution for Community Partners Bureau appointments. This is tentatively planned for the second Council meeting in January 2021.