

Homeless Navigation Center Resident Advisory Working Group By-Laws and Ground Rules

Article I – Name

The name of the working group shall be the Homeless Navigation Center Resident Advisory Working Group, hereafter referred to as the Resident Advisory Working Group.

Article II – Purpose

The purpose of the Resident Advisory Working Group is for residents, business owners, and service providers, primarily in the Navigation Center’s immediate vicinity, to share community input and feedback regarding site design, services, operations, and neighborhood impacts. This feedback will be discussed with the City of Palm Springs/County of Riverside/Martha’s Village & Kitchen and will allow for the exchange of information and questions among the group. This working group is intended to convene throughout the Navigation Center development from site design and programming to Navigation Center opening and operations.

- Share community input and feedback regarding site design, services, operations, and neighborhood impacts
- Discuss feedback and exchange information with staff from City of Palm Springs, County of Riverside, and Martha’s Village & Kitchen
- Convene over the course of the Navigation Center development to the opening and ongoing operations of the facility

Article III –Duration

The Resident Advisory Working Group will be held for a 17-month period from August 2022-December 2023. Upon completion of the 17-month period, the City of Palm Springs will determine the continuation of the Resident Advisory Working Group, whether the group will dissolve, and any revised leadership/ facilitation structure.

Article IV – Meeting Facilitation

LeSar Development Consultants is currently supporting the City of Palm Springs with the development of the Homeless Navigation Center. Meetings will be coordinated and facilitated by LeSar Development Consultants during the 17-month period (August 2022-December 2023); hereafter referred to as LDC.

Article V –Membership

Section 1: The Resident Advisory Working Group selection process included an application open from May 2, 2022 through June 24, 2022. Every individual that completed the

application by June 24, 2022 was selected.

- Section 2: The Resident Advisory Working Group will be comprised of a maximum of thirty (30) Members. Should the Resident Advisory Working Group fall below ten (10) individuals, the City of Palm Springs and LDC will revisit re-opening the Resident Advisory Working Group application to recruit more Members.
- Section 3: Membership in the Resident Advisory Working Group requires participation over seventeen (17) months (August 2022-December 2023).
- Section 4: Any Member that chooses to withdraw from the Resident Advisory Working Group should notify LDC as soon as possible. Members who withdraw from the Resident Advisory Working Group will not have their spots replaced by new Members, unless otherwise approved by the City of Palm Springs and LDC.
- Section 5: A Member will be removed from the Resident Advisory Working Group for the following reasons.
- Breaking Ground Rules
 - Missing three (3) consecutive meetings without notice
 - Missing six (6) meetings in total without notice

Article VI –Meetings

- Section 1: There will be approximately ten (10) bi-monthly Resident Advisory Working Group meetings over the 17-month duration, from August 2022 through December 2023. Meetings are tentatively scheduled to align with the project development timeline for the Homeless Navigation Center. Meeting schedules have been adjusted to avoid major holidays.
- Section 2: LDC will provide the Resident Advisory Working Group with a thirty-day (30) notice of change to the Tentative Meeting Schedule.
- Section 3: Meetings are anticipated to be held on the third Tuesday of each month, from 6:00 PM-7:30 PM PST via Zoom (virtually).
- Section 4: Meeting agendas will be sent out to Members at least two weeks in advance by LDC. Agenda items are aligned with the development schedule for the Homeless Navigation Center. As the timeline for the development of the Homeless Navigation Center is rapidly changing, LDC may alter the agenda after it has been sent out to Members.
- Section 5: LDC will track attendance based on the Zoom attendance list. Members are required to ensure that their name is accurately displayed in the Zoom meetings to ensure attendees are tracked.
- Section 6: Resident Advisory Working Group has no formal voting power; the purpose of the group

is to exchange feedback and information. Quorum will not need to be established.

- Section 7: Non-Members of the Resident Advisory Working Group will attend meetings to provide technical expertise related to the Homeless Navigation Center development, services, and operations. This could include, but is not limited to, staff from the City of Palm Springs, County of Riverside, Martha’s Village and Kitchen, City of Palm Springs Police Department, JFAK John Friedman Alice Kimm Architects, Design/Build Contractors, Homeless Service Providers, etc.
- Section 8: At the end of every meeting, there will be a questions and comments period. Members will be encouraged to keep their comments under one minute long to ensure all Members have an opportunity.
- Section 9: In order to ensure equitable information sharing among group members, members are discouraged from bringing up items that were not previously placed upon the meeting agenda. New items can be raised during the end of the meeting during the comment section, and then put on the agenda for discussion at a future Resident Advisory Working Group meeting or discussed then if time permits.
- Section 10: Meeting summaries from Resident Advisory Working Group meetings will be sent out to Members by LDC within at least two weeks of the completed meeting.

Article VII –Ground Rules

- Section 1: During Resident Advisory Working Group meetings, all Members and guests are expected to adhere to the following Ground Rules:
- Agree to listen to and consider all Member input.
 - Treat each other with respect and common courtesy.
 - Abide by decisions made in accordance with these By-Laws.
 - Avoid inflammatory, discriminatory, or otherwise inappropriate language.
 - Focus on discussion, not debate.
 - Abide by any rules of order.
 - Refrain from any behavior or actions inconsistent with the Resident Advisory Working Group’s purpose as articulated throughout these By-Laws.
 - To maximize participation and input, limit verbal comments to 1-2 per topic. Add any additional thoughts into the chat.
- Section 2: Members of the Resident Advisory Working Group will not speak to media or other outlets “on behalf” of the Resident Advisory Working Group, unless authorized in writing by the City of Palm Springs and LDC.

Article VIII – Amendments

- Section 1: These By-Laws may be altered or amended at the discretion of the City of Palm Springs

and LDC based on feedback from Resident Advisory Working Group Members. Members will be notified of any changes to By-Laws.