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National League of Cities

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March 2, 1976

Mr. Leon Williams
Council Member
City Administration Building, Community Concour
San Diego, California 92101

Dear Mr. Williams:

It is my pleasure to appoint you as member of the Committee on Community Development of the National League of Cities, as nominated by your state municipal league. Your term as a member of the Committee concludes at the adjournment of the Annual Congress of Cities, December 2, 1976. The responsibilities of this Committee are outlined in the enclosed description of NLC's Policy Development Process.

As a member of the Community Development Policy Committee, you will be expected to attend, personally, at least two meetings of the Committee -- one preceding the Congressional-City Conference in March and one during the Annual Congress of Cities in December. We are contemplating a mid-year meeting of the Committee, however, no final decision has been made. We will keep you informed of any decisions made with regard to this matter. Your attendance at these meetings must be at your own or city expense.

The first meeting of the Community Development Committee will be on Sunday, March 14, 1976, in Washington, D. C., in conjunction with the Congressional-City Conference. The Committee will meet all day in the Washington Hilton. Information concerning time, room and agenda will be sent to you prior to the Conference.

I look forward to your participation on the Committee and, in particular, your attendance at the first Committee meeting in Washington.

Sincerely,

Hans Tanzler

Hans G. Tanzler, Jr.
President
National League of Cities

Enclosure

DIRECTORS: Betty Abbott, Councilmember, Omaha, Nebraska • **Ernest C. Browne, Jr.,** Councilmember, Detroit, Michigan • **Lila Cockrell,** Mayor, San Antonio, Texas • **John P. Coleman,** Executive Director, Ohio Municipal League • **Betty M. Dean,** Executive Director, West Virginia Council of Towns & Cities • **Ruth M. Fountain,** Councilmember, Aurora, Colorado • **Ferd Harrison,** Mayor, Scotland Neck, North Carolina • **Mary W. Henderson,** Councilmember, Redwood City, California • **Fred Hofheinz,** Mayor, Houston, Texas • **Ruby M. Hunt,** Councilmember, St. Paul, Minnesota • **Maynard Jackson,** Mayor, Atlanta, Georgia • **Paul T. Jordan,** Mayor, Jersey City, New Jersey • **Robert E. Josten,** Executive Director, League of Iowa Municipalities • **Walter W. Kingham,** Executive Director, Wyoming Association of Municipalities • **Chris Lindley,** Councilmember, Rochester, New York • **John H. Poelker,** Mayor, St. Louis, Missouri • **Jessie M. Rattley,** Councilmember, Newport News, Virginia • **Jim Robinson,** Mayor, Montgomery, Alabama • **Ruben Romero,** Councilmember, Tucson, Arizona • **Pat Russell,** Councilmember, Los Angeles, California • **Thomas J. Ryan, Jr.,** Mayor, Kankakee, Illinois • **William Donald Schaefer,** Mayor, Baltimore, Maryland • **David H. Shepherd,** Mayor, Oak Park, Michigan • **Robert Stewart,** Executive Director, Vermont League of Cities & Towns • **Sterling Tucker,** Chairman, District of Columbia Council, Washington, D.C. • **Joseph E. Valdes,** Mayor, Santa Fe, New Mexico • **Ronald F. Williamson,** Executive Director, South Dakota Municipal League • **J. McDonald Wray,** Executive Vice President, Municipal Association of South Carolina • **Pete Wilson,** Mayor, San Diego, California • **Fredric Zook,** Councilmember, Ottawa, Kansas

National League of Cities

The National Action Arm of the Nation's Cities

1620 Eye Street, N.W.
Washington, D.C.
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January, 1976

NATIONAL LEAGUE OF CITIES POLICY DEVELOPMENT PROCESS

NATIONAL MUNICIPAL POLICY

The National Municipal Policy of the National League of Cities is formulated and adopted annually through a process involving wide representation and participation by municipal officials from across the country. The Policy, published at the beginning of each year, serves as the basis for NLC's work with Congress and the federal government.

The elements which comprise NLC's policy development system are described below.

BOARD OF DIRECTORS

As the principal governing body of NLC, the Board of Directors is the primary body for identifying and establishing the initiatives necessary to move NLC on a policy agressive course. The major activities of the Board are devoted to analyzing emerging urban trends and issues, establishing the mechanisms required to develop statements of organizational policy on these issues, determining organization strategy on priority policy issues and representing organizational policy positions before the Congress and Administration. The Board establishes NLC priorities, assigns responsibility for developing policy on a particular subject to a committee or task force and gives that group a specific charge of responsibility.

STANDING POLICY COMMITTEES

Standing Policy Committees are created and dissolved by the Board of Directors as the need arises to serve its policy objectives. The principal functions of each Policy Committee are to assist the Board in identifying municipal problems and needs deserving organizational action and to develop policy recommendations for consideration by the Board and delegates assembled at the Annual Business Session. Each Policy Committee has jurisdiction over those substantive policy areas specified by the Board of Directors. Standing Policy Committees are composed of approximately 150 members each and meet two or three times a year.

STEERING COMMITTEES

Upon appointment as Chairman of a standing Policy Committee, the Committee Chairman appoints a Steering Committee to assist him the technical aspects of his responsibility. The thirteen members of each Steering Committee are selected on the basis of their experience and expertise in the subject matters under consideration. Steering Committees meet several times a year as the need arises and report through their Chairman to their respective policy committees or to the Board of Directors in the interim between policy committee meetings.

TASK FORCES
From time to time the Board of Directors establishes special temporary Task Forces to address a particular city issue of major importance. These task forces either report directly to the Board of Directors or through the standing Policy Committees. Currently the National League of Cities has a Revenue Sharing Task Force concerned with both the policy and strategy of General Revenue Sharing Re-enactment, and a Labor Relations Task Force charged to keep the cities appraised of developments on federal collective bargaining legislation.

RESOLUTIONS COMMITTEE
The Resolutions Committee consists of the members of the Board of Directors, one person from each state not otherwise represented, and ten additional persons appointed by the NLC President. This Committee meets once each year, at the annual Congress of Cities, to consider policy recommendations from the standing Policy Committees and to propose amendments to National Municipal Policy and independent resolutions to delegates at the Annual Business Session.

ANNUAL BUSINESS SESSION
Meeting once each year at the Annual Business Session, delegates to the Congress of Cities debate, vote on, and amend National Municipal Policy and adopt additional independent policy resolutions as may come before them.

COMMITTEE ROLE IN POLICY PROCESS
NLC's standing Policy and Steering Committees are charged by the Board of Directors with the following roles:

- To identify and consider emerging city problems and needs and to recommend policy positions and appropriate actions by the National League of Cities to meet those needs;
- To evaluate existing federal programs for their effectiveness in meeting city needs, and to recommend changes in those programs as are desirable;
- To review policy and legislative proposals by the Congress and federal Executive in light of their potential impact on cities and to recommend appropriate policy responses to such proposals;
- To review, on an annual basis, statements of NLC policy and, where appropriate, to recommend amendments to those statements;

AREAS OF POLICY RESPONSIBILITY

Committee on Effective Government:
- Intergovernmental Relations
- Civil Rights
- Citizen Participation
- Finance
- Municipal Management

Committee on Environmental Quality:
- Air Pollution
- Water Pollution
- Solid Waste Management
- Land Use
- Energy
- Noise Control

Committee on Community Development:
- National Urban Policy
- Community Development
- Housing
- Local Economic Development

Committee on Public Safety:
- Crime Prevention
- Law Enforcement
- Fire Prevention
- Security and Privacy
- Juvenile Justice

Committee on Human Resources:
- Education
- Health
- Drug Abuse
- Social Services

Committee on Manpower and Income Support
- Employment
- Manpower Development
- Social Insurance
- Income Support Programs

Committee on Transportation:
- Mass Transit
- Streets and Highways
- Air Transportation
- Railroads
- Waterways

POLICY COMMITTEE MEMBERSHIP

Policy Committee members are selected by their respective State Municipal Leagues and appointed for a one-year term by the NLC President. By action of NLC's Board of Directors, the method of distributing seats on the Policy Committees is as follows:

- States with a municipal population of up to 1,250,000 are entitled to two members on each Policy Committee

- States with a municipal population between 1,250,001 and 2,500,000 are entitled to three members on each Policy Committee.

- States with a municipal population between 2,500,001 and 5,000,000 are entitled to four members on each Policy Committee.

- States with a municipal population between 5,000,001 and 10,000,000 are entitled to five members on each Policy Committee.

- States with a municipal population between 10,000,001 and 20,000,000 are entitled to six members on each Policy Committee.

In addition, any state which has 100% of eligible cities as direct members of NLC is entitled to one additional seat on each Policy Committee. Currently, there are eight states which receive additional seats.