

***Summary:** The purpose of this policy is to recognize that the members of the board of directors (the “**Board**”) of the Lowry Hill East Neighborhood Association (“**LHENA**”) are elected by the residents of the Lowry Hill East neighborhood of Minneapolis, Minnesota (the “**Neighborhood**”) to represent such residents, many of whom have diverse interests, perspectives and opinions. The Board and its individual members should, therefore, exercise discretion when signing letters in support of local individuals, organizations, causes and/or campaigns to ensure that, in doing so, they uphold LHENA's vision and represent, to the best of their ability, the Neighborhood's residents. Pursuant to this policy, the Board may sign a letter of support on behalf of LHENA with a two-thirds majority vote of its members. The Board may also sign a letter of support on behalf of the Board (without claiming to represent LHENA) with a two-thirds majority vote of its members.*

## **POLICY**

### **LETTERS OF SUPPORT**

The board of directors (the “**Board**”) of the Lowry Hill East Neighborhood Association (“**LHENA**”), in connection with its mission to provide a structure for neighborhood leadership and participation, facilitate the equitable sharing of resources and advance a vision for the neighborhood, may, from time to time, be asked to sign letters of support presented by individuals or organizations, both public and private, on behalf of LHENA (“**Letters of Support**”). This policy (this “**Policy**”) sets forth the conditions in which the Board may sign such Letters of Support on behalf of LHENA and/or individual members of the Board may sign in such capacity.

**Section 1. Definitions.** As used in this Policy, capitalized terms not otherwise defined shall have the following meanings:

“**Applicants**” means the individual(s) or representative(s) of the organization(s), as applicable, soliciting the Board's signature on behalf of LHENA of a Letter of Support.

“**Neighborhood**” means the Lowry Hill East neighborhood of Minneapolis, Minnesota, which is also known as the “Wedge”.

“**Notice**” means a written notice delivered to Residents by way of publication in LHENA's regular electronic newsletter or any other physical or electronic mailings of LHENA to which Residents can freely subscribe, or by way of any other means reasonably designed to maximize the number of Residents receiving such notice. Such notice shall include the following information:

- (a) a copy of the relevant Letter of Support;
- (b) notice of the Board's intention to vote on whether to sign such Letter of Support on behalf of LHENA at the next duly convened meeting of the Board; and
- (c) an invitation and the means to provide written feedback on the Letter of Support, such feedback to include whether or not the Resident is in favor of the Board signing the Letter of Support on behalf of LHENA.

“**Prohibited Activity**” means any activity that constitutes:

- (a) “political campaign activity”; or
- (b) any other activity that could result in the denial or revocation of LHENA's tax exempt status as a Section 501(c)(3) tax exempt organization under the U.S. Internal Revenue Code, as amended from time to time.

“**Residents**” means residents and any person who owns and operates a business within the Neighborhood.

“**Vision**” means LHENA’s vision to promote a sense of belonging in the Neighborhood, adopting ideas and launching member-driven initiatives that push the Neighborhood forward on the following:

- Diversity and Inclusion: Create a welcoming environment for all, and advocate for equitable systems, processes, and policies.
- Connecting Neighbors: Serve as a resource for community members to work together, and foster person to person connection in order to build a resilient, caring community.
- Environmental Sustainability: Enhance and protect the physical environment to ensure a living system that is sustainable, healthy and verdant.
- Leadership: Encourage diverse organizational leadership, and lift up a multitude of interests, passions, and talents to empower through connections, projects, and partnerships.

**Section 2. Conditions.** The Board may sign a Letter of Support on behalf of LHENA provided that the following conditions are satisfied:

- (a) the signing of the Letter of Support would not constitute a Prohibited Activity;
- (b) the signing of the Letter of Support aligns with the Vision;
- (c) the Letter of Support is presented to the Board at a duly convened meeting of the Board and the Applicants make themselves reasonably available to the Board to respond to queries in connection with the Letter of Support;
- (d) if signing the Letter of Support on behalf of LHENA:
  - (i) at a duly convened meeting of the Board, the Board votes to approve, by a simple majority of members, the circulation of a Notice to the Residents;
  - (ii) the Board or its designee circulates a Notice to the Residents and any written feedback received from Residents in connection with such Notice is made reasonably available to the members of the Board for their review; and
  - (iii) at the next duly convened meeting of the Board following circulation of the Notice, the Board votes to approve, by a two-thirds majority of members, the signature by the Board on behalf of LHENA of the Letter of Support.
- (e) if signing the Letter of Support on behalf of the Board (but not on behalf of LHENA), at a duly convened meeting of the Board, the Board votes to approve, by a two-thirds majority of members, the signature by the Board of the Letter of Support.

**Section 3. Form of Signature.**

- (a) The Board’s signature on behalf of LHENA must take the following form: “The Lowry Hill East Neighborhood Association”.
- (b) The Board’s signature on behalf of the Board (but not on behalf of LHENA) must take the following form: “The Board of Directors of the Lowry Hill East Neighborhood Association”.

This Policy was adopted pursuant to a two-thirds majority vote by the members of the Board on May 21, 2024 in compliance with Article 17 of the bylaws of LHENA.