

CAPITAL CENTER COMMISSION

Policies and Procedures

Ethics

The Commission adopts the Code of Ethics set forth in RIGL § 36-14 et al. The Code of Ethics shall apply to each officer and member of the Commission and its committees.

Performance Measures

The Commission and the Design Review Committee are regulatory bodies that consider applications for buildings and other projects that are proposed within the Capital Center District consistent with state law and its Rules and Regulations. The Commission and the Design Review Committee shall: (a) hold monthly meetings if there is business to transact; otherwise, the Commission and Design Review Committee shall hold such meetings as may be necessary to conduct the business of the Commission; (b) apply the Commission's Rules and Regulations to each project that comes before the Committee and the Commission; and (c) shall promptly consider all applications that comes before them and take action within 90 days after the submission of final plans before the Committee and the Commission. On an annual basis, the Commission shall review its activities during the previous year and consider improvements.

Internal Accounting and Administrative Controls

The staff of the Providence Planning Department shall serve as administrative staff for the Commission and shall handle all administrative matters in accordance with the Procedures adopted by the Commission, All accounting of fees and other funds that are paid to and spent by the Commission shall be handled by The Providence Foundation. The Chairman of the Commission shall have exclusive authority to approve all expenditures. The Providence Foundation shall provide a quarterly accounting to the Commission. Once a year, an independent auditor shall audit or review the books and records of the Commission.

Web Site

The Commission shall maintain a web site, which shall contain, at a minimum, the following documents and information: Procedures, Rules and Regulations, these Policies and Procedures, Minutes of meetings of the Design Review Committee (and any other committee that may be established) and the Commission, quarterly financial reports, operating budgets and the independent audit.

Travel

Travel expenses will not be reimbursed unless travel is approved by the Commission and the expenses are approved by the Chairman.

Grants

The Commission does not make grants.

Credit Cards

The Commission does not issue credit cards.

Marketing and Lobbying Expenses

The Commission does not engage in marketing or lobbying.

Charitable Contributions

Upon the death of a member of the Commission or the Design Review Committee, the Commission may make a modest contribution to a charity chosen by the family in honor of the deceased. The Commission shall consider and vote on the contribution at a meeting in compliance with RIGL §42-155-4. Commission members serve without compensation, and such contributions further the mission of the Commission by paying tribute to members of the Commission or Committee who have devoted significant time and effort to this public service.

Employee Reimbursement

The Commission has no employees; its staff is the Providence Planning Department. If a staff member incurs an expense on behalf of the Commission (*e.g.* lunches for members at a meeting), the staff member may be reimbursed upon the exclusive approval of the Chairman.

Open Meetings

The Commission shall comply with the provisions of the Open Meetings Law, RIGL §§ 42-46-1 et seq.