

A Governance ("leadership") Proposal
from rob hollander

1. Administrative Assistants (two volunteers approved by CWG)
 - a. arrange venues for meetings of the full CWG
 - b. announce all meetings of committees
 - c. operate the website and e-mail list
 - d. distribute CWG minutes by e-mail, preferably overnight
 - e. prepare photocopies and set up computer presentations for CWG meetings

2. Committees and Point Persons
 - a. created as necessary by CWG
 - b. submit proposals and progress to CWG
 - c. follow CWG mandates to them
 - d. keep minutes (if a committee) or record of actions (if a point person) and post them on the website

3. Committee Monitors (two volunteers approved by CWG)
 - a. ensure that committees and their chairs are progressing
 - b. report any lack of such progress to the Steering Committee[Simple task of observing the committees and reporting]

4. CWG Spokespersons (two volunteers voted on by CWG)
 - a. keep abreast of all committees and the Meeting Monitors, Point Persons and Administrative Assistants
 - b. field media and city agency questions
 - c. communicate with CB's
 - d. report to CWG on media and city activity re CWG[Just the outward face of the group, no more -- not an internal administrator of the CWG.]

5. Committee Chairs (chosen by the committee members)
 - a. chair committees
 - b. attend Steering meetings
 - c. communicate committee concerns with city agencies including CB's as requested by CWG

6. Steering Committee
 - a. members are: all Committee Chairs & Point Persons, the Committee Monitors, the Spokespersons, the Admin Assistants, representatives of CB's 1, 2, and 3 (all these immediately aforementioned positions may overlap, but the CWG may choose to limit the number of positions one person may hold), and any other members or

friends of CWG

- b. ensure committees are progressing
- c. fund-raise
- d. set the tentative agenda for the plenary CWG meetings
- e. keep minutes and post them on the website (every Steering meeting will appoint a secretary among its members for this purpose)

7. CWG

- a. decide proposals and policy of CWG
- b. adopt or reject committee proposals
- c. include membership within the boundaries defined by CWG, if ever :-)
- d. votes depend on categories, each category given a number of votes depending on some representational model (yet to be determined)
- e. keep and post minutes to the website

8. CWG plenary meetings

- a. adopt previous minutes
- b. adopt an agenda
- c. hear committee reports where necessary
- d. hear Meeting Monitors report where necessary
- e. consider new business, or, in case sufficient prior notice has not been presented to members, consider whether to accept the new business
- f. set the time and date of the next meeting
- g. agree on the next facilitator and next secretary

9. CWG Facilitator

- a. keep a speakers list at the meeting, call on members who wish to speak, keep order, keep time
 - b. ask the body if it wishes to set times for agenda items
 - c. may vote in her/his category
- [This function is currently filled by "co-chairs." Here the facilitator makes **no reports** and does **not speak to issues** at meetings and plays no other role than to keep order at meetings. Reports are made by Committees, Point Persons and Spokespersons; everyone but the facilitator speaks to issues, discusses and brings to votes on issues.]

NOTES

2.a. Alternatively, committees and Point Persons could be created by the Steering Committee, but that gives the Steering Committee authority beyond the CWG over decision-making.

6.c. I've included a task, fund-raising, only because members are concerned about it. Ideally, the CWG should decide for itself how to fund-raise and whom to delegate it to. Here, the Steering Committee could delegate it to a subcommittee.