

# Proposal for CWG Governance Committee

John Leo's concept of adding more structure and responsibility to an Executive Committee warrants more discussion. It spreads responsibility; it makes official exactly what that responsibility should be and it forces a commitment to regular attendance or engagement. With the advantage of two years experience under our belt the CWG has a more realistic framework for determining key areas of responsibility. In that light and in some other matters regarding governance and accountability, I submit the following for consideration.

1. **The Full CWG should determine the formation and composition of an Executive Committee**
  - a. **How many members** - I would suggest 8, (matching the duties outlined by Jim Solomon in September 2010) plus a chair
  - b. **What duties are to be assumed by each member** . For a start there should be a representative of each Community Board on the Executive Committee whose minimum task is to report to and from the Exec Committee and their CB - because in the end the 197a plan will require CB approval. Each of those members should also be given a topic of responsibility.
  - c. **The Full CWG should elect each member of the Executive Committee** (three of whom being CB reps) on their qualifications to manage the defined responsibilities.
  - d. **Each member of the exec committee is responsible for reporting on their area of responsibility at each meeting**<sup>1</sup> – for instance what is the status of the Planner's investigations; what arrangements have been made for a Public Forum or special meeting; Which teams have issues unresolved. Who has been approached for funding, what is the status of that request? If there is an open question which any Exec Committee member wishes to bring forward for Exec Committee opinion, a vote would be taken as a recommendation to the full CWG. The Full CWG can accept the "resolution " or modify it at the next Full CWG Meeting.
  - e. **All executive committee meetings must have a 2/3 quorum** present to take a vote
  - f. **All votes of the Full CWG are to be abided by the Exec Committee**
2. **The Full CWG should vote on a Chair of the Executive Committee** who is tasked with managing follow-thru and or reporting on the votes of the Executive Committee. Possibly this same person could be Chair or a Co-Chair of the CWG – and act as a single point person, when and where that is necessary (perhaps this needs more discussion). The Chair could also bring a question for a vote by the Exec Committee, for instance, should there be a deadline set for the preliminary action plans? Should there be an official statement or report made public, when, how should it be worded? What inquiries have been made to the Chair, as official spokesperson, by public officials, agencies, organizations – should there be a vote on the follow-up?

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<sup>1</sup> Perhaps this is where Danny Chen's Google Bulletin Board scheme might work the best, at the Executive Committee level...allowing each Exec Committee member to have on-line discourse – rather than meetings, on their area of responsibility with the Team Chairs or volunteers, for instance. The monthly on-line dialogue regarding each Executive Committee Member's area of responsibility, could serve as that Executive Committee members "report" so to speak – and probably save some time. The Executive Committee member might provide a monthly summary paragraph, which he or she would also publish on the Google board for that topic.

3. **The terms of the elected Executive Board members and the chair should be one year**, renewable for a second, by vote of the full CWG.
4. **Lack of attendance for 3 or more Executive Committee meetings in a year requires the replacement of that member – *without prejudice***
5. **Executive Committee meetings should be held in evening or weekend hours**, be open to the public and possibly allow for a defined period for “public speaking”, after which the Exec Committee is in closed session – meaning people may stay, but they cannot speak. (This is similar to the procedure followed at Community Board meetings). As much as possible this evening or weekend meeting should be set for a defined date...for instance second Tuesday or third Saturday. This would allow a reasonably accessible forum of substance for people who are technology challenged or have daytime jobs and those who are not officially signed up as CWG members. , provide an opportunity for questions or concerns to be raised to people tasked with defined areas of responsibility. The minutes of the Exec Committee would report their dialogue or the issue brought forth.<sup>2</sup>
6. **In addition to the election of Chair/Co-Chairs there should be election of a Recording Secretary.** Should the adoption of the Google Docs/Bulletin Board occur, there is still the issue of full minutes and accurately documenting everything that goes on at meetings. Because there has been a great deal of debate about what actually occurred ...and because there has not been a Recording Secretary in the official governance of the CWG since Amy Chin resigned, this is a major issue that needs to be addressed in any consideration of governance, accountability and public access.<sup>3</sup>
7. **Election of a Treasurer** – Regardless of which fiscal conduit is chosen for LMDC funds to be used for the finally selected Planner, it is inevitable that additional funds will have to be sought, and if secured, accounted for, as they are submitted to the fiscal conduit for

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<sup>2</sup> **Regarding distribution of minutes to stakeholders who do not have computer access.**

I suggest that the CWG work on a list of locations where the public can access either the CWG website or the Google Docs. Among those locations could be:

**Community Board Offices** – by either access to a computer terminal or monthly printed copies for viewing. Should a member of the public wish to copy it for their own use, they would pay \$.10/page (thus defraying the cost to CB’s of paper and copiers – similar to the procedure used at all City agencies for FOIL requests)

**Public Libraries** – all have access to public computers and a policy for printing, already in place.  
**Participating Social Service Agencies** in the Chinatown/Lower East Side area.

*Though imperfect*, auto translation services, such as Babel Fish (provided on the CWG Website) or Google translation toolbar on the web browser for any participating location.

<http://tools.google.com/dlpage/toolbar/eula.html?hl=en&brand=> would help in providing more timely distribution of minutes and reports. Each document should begin with a disclaimer that the translation may not be completely accurate and that a final translated copy will be available by a certain date.

<sup>3</sup> **Regarding the taking of minutes** - Though, again, a matter of budget, I would suggest the utilization of voice recording and voice to text software. After some research, it seems the following is the best to date: <http://www.nuance.com/for-individuals/by-product/dragon-for-pc/premium-version/index.htm>

The cost, with a recorder, would be \$299. As I understand the package, the software will work with other recorders as well, so that Chairs of Working Team can record with whatever equipment they have and provide the recording to the “Secretary”

payment. Up to this point we had the advantage of Jim Solomon's assumption of ordinary expenses, but, going forward documentation of expenses or anticipated expenses or even donations (monetary or in-kind) need to be monitored. The Executive Committee member assigned to fiscal matters (fund raising and preparing for vote the dissemination of already secured funds) will still need a designated person to provide accounting of all monies.

Respectfully submitted,  
October 23, 2010

Zella Jones