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.