

Leadership Structure Proposal  
Option #1  
**HIGHLIGHTS - TO BE DISCUSSED**

**1. Decision-making**

All policy decisions are made by vote of the plenary CWG at monthly meetings.

**2. Committees, teams and task forces**

CWG shall designate committees, teams and task forces to research policy, inform CWG, and effect those policies which CWG has delegated to them. Each committee, team and task force shall elect its respective chair. A committee, team or task force that has not met for a period of one year is terminated.

**3. Officers**

CWG shall elect

- two executive chairs who are accountable and responsible for representing and executing decisions made by CWG plenary votes. The executive chairs are guided by the Coordinating Committee, but both the chairs and the Committee are accountable to the larger CWG membership. Term: one year, renewable indefinitely (no term limits). **The chairs shall be elected from among the CWG membership.**
- three CB liaisons, one each for CB1, 2 and 3
- a membership coordinator that is the contact person for groups wishing to join the CWG, as well as responsible for recording and tracking membership attendance
- a treasurer to keep accounts
- a fundraising team and a fundraising point person
- a plenary facilitator to a) convene the plenary, b) present the minutes of the previous minutes for approval, c) propose the agenda (including time limits) of the meeting for approval, d) execute the agenda, e) keep the speakers' list, f) maintain order at the plenary sessions. The plenary facilitator for each meeting may rotate among the members of the Coordinating Committee
- a parliamentarian/process monitor responsible for accountability and due process within CWG; this officer shall hold no other office
- a plenary recording secretary to draft its minutes, recording all votes and resolutions and summary discussions, including relevant discussants' names
- an archivist responsible for storing all documents for easy access for members.

All officers shall be elected by the CWG plenary. All terms are coterminous for one year, indefinitely renewable (no term limits).

### **5. Coordinating Committee**

All committee, team or task force chairs and the CWG executive chairs, the treasurer, the fund-raising point person, the plenary recording secretary, the archivist, the CB liaisons, the membership coordinator, and the process monitor/parliamentarian shall convene as a coordinating committee prior to each CWG plenary, to report their respective activities and to propose a tentative agenda for that plenary. The CWG shall elect additional members of the coordinating committee as they see fit. The coordinating committee shall review new membership applications and recommend them to CWG. Whenever the coordinating committee fails to achieve consensus, the yea and nay voices (by office) shall be recorded and submitted to CWG.

### **6. Administrative assistant**

CWG shall elect or hire an administrative assistant to prepare documents for meetings, send timely notices of meetings, and coordinate communication among members and officers.

### **7. Minutes**

All meetings shall have a draft written record of its minutes recording the date, place, time, body meeting, names of all members present, names of all non members present, and faithfully and accurately record all and only votes and resolutions and summary discussions, including relevant discussants' names. The minutes shall include nothing outside or after the meeting. The draft minutes shall be approved by three quarters vote of the members of the meeting with amendments if necessary.

### **8. Documents**

All documents produced by CWG and its subgroups and officers shall be archived on the website for easy access. All documents received by CWG and its subgroups and officers shall be archived on the website for easy access.

### **9. Scheduling and notification**

All meetings of CWG and its subgroups shall be announced visibly on the website and sent to the members via e-mail within 48 hours of the arranging of the meeting.

Leadership Structure Proposal  
Option #2

### **1. Committees, teams and task forces**

CWG shall designate committees, teams and task forces to research policy, inform CWG, and effect those policies which CWG has delegated to them. Each committee, team and task force shall elect its respective chair. A committee, team or task force that has not met for a period of one year is terminated. Current committees, teams, taskforces include:

- a. Cultural, Affordability, Preservation, Zoning (CAPZ)
- b. Education & Schools
- c. Immigrant Affairs & Social Services
- d. Transportation, Circulation, and Safety
- e. Economic Development
- f. Parks & Open Space

### **2. Officers**

CWG shall elect:

Two executive Co-Chairs:

- General Responsibility: accountable and responsible for representing and executing decisions made by CWG plenary votes. The executive chairs are guided by the Steering Committee, but both the chairs and the Committee are accountable to the larger CWG membership.
- Additional Responsibilities: facilitates full CWG meetings, acts as spokespersons for the organization within and outside the CWG; empowered to serve as the spokesperson representing the views and positions that, through consensus, are held by the full CWG, and which consensus is reached through agreed upon parliamentary procedure.
- Term: one year, renewable indefinitely (no term limits).
- Eligibility: One Co-Chair position is reserved for a member of Community Board 1,2, or 3. One Co-Chair position is reserved for a representative of a non-community board voting CWG member.

### **3. Steering Committee**

Steering committee consists of: CWG Co-Chairs, all committee chairs, and a representative from each - Community Board 1, Community Board 2, and Community Board 3.

The role of the steering committee is to assist Co-Chairs in developing full CWG meeting agenda items, and provide guidance to the direction of CWG.