Structure & Reporting Requirements
for New Coop Committees

approved by the GM March 29, 2005

Proposal

"The membership should be informed how all newly formed Coop committees will handle issues of governance and process, how they will define their mission and scope, how they will be composed and how often they plan to report back to the GM on their work. New committees should consider and answer, at a General Meeting, a set of questions about processes and guidelines. This new requirement for new committees will contribute to the smooth functioning of Coop committees and allow the membership to remain informed.

Below are the set of questions and decisions that new committees should answer either upon formation or within four months of formation. If a GM chooses to approve the "general concept" of a new committee without all the details, this would be considered a provisional approval. Such a provisional committee should then be required to return to the General Meeting within four months of provisional approval (by submitting an Agenda Item in the normal way) to detail how it will handle issues of governance and process. If the committee needs more time they may come to the General Meeting within four months time and make a brief committee report (that does NOT require submission of an Agenda Item) stating that they need a maximum of another two months. Only after the details have been presented at a General Meeting during an agenda item will the committee be considered to have permanent approval.

If, after six months, the committee has not made their detailed report to the General Meeting, the committee will be considered dissolved. This will allow the idea to be made available to another member or group of members who are interested in moving the issue forward.

Scope

•What is the mission of the group?
•Does the committee have specific goals, and if so what are they?
•Does the committee have a goal or final product (for example a report on an issue) in mind?
•What is the lifespan of the committee (is it a permanent committee or will it be temporary)?

Committee Composition

•Will committee members be getting workslot credit?
•How many members will the committee have?
•How will members be selected to participate in the project (anyone who volunteers, are their some special skills needed)?
•Will the membership have the opportunity to know a bit about the people who are on the committee (via the Gazette or the General Meeting?
•Will members be elected by the General Meeting?
•Will there be terms of service?
•Will there be any sub-committees?
•Will racial/ethnic diversity within the members on the committee be addressed?

Governance

•What will the committee structure be?
•Will members of the committee have positions (like secretary, for example) or not?
•How will committee votes be decided? By majority or consensus?
•Is there a minimum number of members from the committee that need to be present for a vote to take place? For example, if the committee has 15 members would you need to have a least 9 people (60% of the total) present for a vote to count?
•How often will the committee meet?
•When will it meet and where?
•Which member of the committee will be the main contact with the Coop staff?
•How will the committee handle replacing members who leave the committee?

Member Participation and Reports to the Membership

•Will the meetings of the committee be open to the General Membership?
•How far in advance will the meeting dates be announced? Where will they be announced?
•How often will the committee come back to the GM to report on its progress?
•How will a record of the committee's work be kept? Will someone take minutes?
•How will the committee communicate with the membership – via the Gazette, via its meetings, via the General Meeting reports and agenda items, via an e-mail address or website? —submitted by the General Coordinators