

# Structure & Reporting Requirements for New Coop Committees

*approved by the GM March 29, 2005*

[project.](#)

## 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.

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## Scope

- What is the mission of the group? [To lead the process to open a second store or to cancel or postpone the project if it is untenable.](#)
- Does the committee have specific goals, and if so what are they? [See the Second Location Study report on the PSFC website for specific goals and second store selection criteria.](#)
- Does the committee have a goal or final product (for example a report on an issue) in mind? [Yes, a successful second store for the Food Coop.](#)
- What is the lifespan of the committee (is it a permanent committee or will it be temporary)? [The Steering Committee may terminate around the time the second store opens or the Committee votes to postpone or cancel the](#)

## Committee Composition

- Will committee members be getting workslot credit? **Yes, according to PSFC committee rules.**
- How many members will the committee have? **Twenty members, three General Coordinators, and three staff members as part of their compensated labor (at least one each from membership and receiving).**
- How will members be selected to participate in the project (anyone who volunteers, are there some special skills needed)? **Members will be selected by a group consisting of two PSFC Directors, members of the PSFC Second Location Study Committee, and the General Coordinators**
- 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)? **Yes. The committee will introduce members when making GM reports.**
- Will members be elected by the General Meeting? **No, members will be selected according to the process outlined above.**
- Will there be terms of service? **No. It will take time to find members with the correct qualifications, and we will be working quickly and efficiently. Setting term limits will slow us down unnecessarily.**
- Will there be any sub-committees? **We may have working groups for items such as acquisition, financing, training, and the member loan program.**
- Will racial/ethnic diversity within the members on the committee be addressed? **Yes. The Committee will be a diverse group committed to centering social justice in our work.**

## Governance

- What will the committee structure be? **No formal structure**
- Will members of the committee have positions (like secretary, for example) or not? **There will be a Chair and a Secretary designated by the Selection Committee discussed above. If vacant, these positions will be filled by a majority vote of Steering Committee members.**
- How will committee votes be decided? By majority or consensus? **The process to decide minor issues will be established by the Steering Committee; decisions to fill vacant Chair and Secretary positions, fill other empty Committee positions, and to cancel or postpone the project will be decided by a 2/3 majority vote of Steering Committee members.**
- 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 at least 9 people (60% of the total) present for a vote to count? **There is a typo on the approved proposal – a minimum quorum of 2/3 of committee members to vote in person. We may also vote online by doodle poll which will eliminate the quorum requirement by including a deadline to cast votes.**
- How often will the committee meet? **We intend to meet monthly, as necessary.**
- When will it meet and where? **We may meet at the PSFC, other locations, or via zoom.**
- Which member of the committee will be the main contact with the Coop staff? **For now, Jonathan Farber or Joe Holtz. A main person for contact with Coop staff will be selected by the Selection Committee.**
- How will the committee handle replacing members

wholeave the committee? **We will recruit new and replacement committee members as necessary and approve selections by a 2/3 majority vote.**

## Member Participation and Reports to the Membership

- Will the meetings of the committee be open to the General Membership? **No. The Selection Committee will be conducting sensitive business involving confidential real estate matters.**
- How far in advance will the meeting dates be announced? Where will they be announced? **N/A**
- How often will the committee come back to the GM to report on its progress? **In accordance with Coop rules for committees.**
- How will a record of the committee's work be kept? Will someone take minutes? **The Committee will design a filing system and maintain a working archive. Someone will 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? **By GM reports, and possibly *The Linewaiters' Gazette*, and PSFC website. Community outreach is a key component of the proposal to attract interest, co-sponsors, partners, and investors.**

—submitted by the General Coordinators