

## CPAC ORGANIZATIONAL ISSUES – CONSENT AGENDA

### **Proposals for Operational Officer Roles and Standing Committees:**

The consensus decisions to date on CPAC organizational structure and operating procedures are summarized as attached. For the next 6 months the interim Steering Committee of 10 members has been designated by the CPAC to communicate with the HCDA on behalf of the CPAC, attend HCDA board meetings and report back to the CPAC, and work with the facilitators to set CPAC meeting agendas and review meeting summaries. The By-Laws committee has identified the remaining organizational questions that the CPAC will need to address in this 6-month window. These are now specific to operations officers, committees and the voting membership. The proposed operations officers and standing committees are on the Consent Agenda to see if we can reach agreement with what is listed. If not, whatever requires more discussion will be taken up under Consensus Building later in the meeting.

The Proposed Operations Officers are described below:

#### **1. Operations Officers**

To ensure continued support and funding, the HCDA has recommended that the CPAC provide a leadership structure that includes a chair, vice chair and secretary to carry out certain neutral organizational and operational duties and assist the facilitators.

The Steering Committee recommends that the CPAC have a chairperson, two vice-chairpersons and a secretary to coordinate CPAC operations, as follows:

##### **a. Chairperson**

The Chairperson carries the general duties expected of the Chairperson, including:

- Opening and adjourning all CPAC regular and Steering Committee meetings;
- Representing and speaking on behalf of the CPAC at HCDA meetings;
- Transmitting CPAC views and recommendations to the HCDA;
- Representing the CPAC in public and written communications;
- Work with the Steering Committee on meeting agendas and their other duties;
- Such other duties as may be determined to be necessary and appropriate by the participating membership.

##### **b. Two Vice-Chairpersons**

In the absence of the Chairperson, the 1st Vice Chairperson will assume the duties of the Chairperson. In the absence of the Chairperson and the 1st Vice Chairperson, the 2nd Vice Chairperson will assume the duties of the Chairperson.

The two Vice Chairpersons will assist the Chairperson and the Steering Committee with their duties as needed and requested.

Each Vice Chairperson may also have additional duties as may be needed and determined to be necessary and appropriate by the participating membership.

**c. Secretary**

The Secretary will be responsible for working with the Chairperson and the Steering Committee to post CPAC meeting notices and agendas, and review draft meeting summaries prior to CPAC approval.

The Secretary will assist the Chairperson and the Steering Committee with other duties as needed and requested.

The Secretary may also have additional duties as may be needed and determined to be necessary and appropriate by the participating membership.

All officers will be available to attend HCDA board meetings and CPAC Steering Committee meetings.

**2. Proposal for Nomination Process**

- Facilitators will accept all nominations via e-mail with-in a set amount of time
- Self-nominations will also be accepted
- All nominations must include a short bio ( personal profile of 150 words maximum)
- Facilitators will assemble a nomination sheet with bios to be posted with CPAC meeting agenda five days prior to the meeting at which CPAC members will vote

**The Existing and Proposed Standing Committees are Described Below:**

**a. Steering Committee** (existing; continuous)

A Steering Committee including CPAC officers will represent the CPAC at HCDA Board meetings to provide and gather information, assist the facilitation of CPAC operations including coordination of meeting agendas and scheduling, and any additional duties as may be needed and determined to be appropriate by the participating membership.

**b. By Laws Committee** (existing; as necessary)

The By Laws Committee will evaluate and present to the CPAC recommendations for organizational structure and operations procedure for adoption into or amendment of the By Laws. The By Laws Committee may provide surveys to the membership for clarification of individual views pertaining to operations procedures and organizational structure.

**c. Facilitator Selection Committee** (existing; as necessary)

The Facilitation Selection Committee will research and recommend meeting and planning facilitators for CPAC Regular and Special Meetings, Workshops and Public Information Meetings.

**d. Nominations Committee** (as necessary)

The Nominations Committee will review candidates for nomination prior to each election of Officers and develop a recommended slate for consideration by the participating members. The Nominations Committee will be elected by the participating members.

**e. Any additional perpetual standing committees as may be determined to be necessary and appropriate by the participating membership.**