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Coordinating Committee minutes, January 2nd, 2012

GPCA CC Teleconference Minutes

Monday, January 2, 2012

1. Welcome and setup, roll call, quorum check

Coordinating Committee members present (10): Victoria Ashley (East Bay), Warner Bloomberg (Silicon Valley), Sanda Everette (at-large), Mike Feinstein (Los Angeles), Barry Hermanson (San Francisco), Tim Laidman (at-large), Matt Leslie (Orange/Riverside/San Bernardino), Michael Rubin (at-large), Alex Shantz (North Bay), Kate Tanaka (at-large)

Coordinating Committee members not present (4): Sean Dodd (at-large), Dave Heller (at-large), Lauren Sinott (at-large), Jeff Quackenbush (San Diego),

Invited participants: Marnie Glickman, GPCA Managing Director

Quorum: Quorum reached at 7:40 with 8/14 present: Bloomberg, Everette, Hermanson, Laidman, Leslie, Rubin, Shantz, Tanaka. Ashley joined at 7:50. Feinstein joined at 8:30.

Faciliator: Alex Shantz (approved by consensus)

Minutes taker: Sanda Everette til 8:30, followed by Mike Feinstein (approved by consensus).

Time keeper: Warner Bloomberg (approved by consensus)

Vibes Watcher:

Agenda approved by consensus

2. Appointment: CC appointment to Finance Committee

Gloria Purcell appointed by consensus

3. Appointment: CC appointments to Budget Committee

Warner Bloomberg appointed by consensus.

Tim Laidman appointed by consensus.

4. Appointment: CC appointment to Campaign Finance Support Committee

No applicants.

5. Appointment: CC appointment to Delegate Selection Committee

Sanda Everette appointed by consensus

6. Decision: Agenda Retreat Agenda and Logistics

Proposal: That the following items be included on the retreat agenda

- Election of CC male co-coordinator, male alternate co-coordinator and female alternate co-coordinator
 - Address status and location of GPCA Clearinghouse
 - Address status of GPCA IT group
 - Approve remaining CC internal procedures
 - Discussion of Green 2012 Initiative / GPCA Priorities
 - GPCA strategic plan as per GPCA bylaws 7-1.13 (see below)
 - GPCA Treasurer
 - FY2012-13 CC work plan and budget
 - Review/amendment of Personnel Policy
- Amendment (Bloomberg, accepted as friendly)

- Fill CC SC liaison-coordinator vacancies; Fill CC WG liaison positions
- Review and approval of CC Work Plan and Budget Proposals
- Plenary Planning Issues:
 - Fill Agenda Planning Committee for 2012
 - Review of Plenary funding and discuss issue of GPCA vs. County GP FPPC reporting issues (related to 2012-2013 Budget)
 - Discussion and approve reinstitution of hardship travel subsidies for Plenary delegates; Need to establish policy details; Approve special donor directed option as part of Plenary registration for this purpose
 - Discuss issues regarding timing of submitting work plans and budgets and scheduling Spring Budget General Assembly if Fiscal Year is moved to July1 - June 30
 - Discuss planning for August 2012 Gathering (relates to work plan)

Yes: Bloomberg, Everette, Laidman, Shantz, Tanaka

No: Hermanson, Rubin

Abstain: Leslie

Proposal passes 5-2-1

7. Decision: Managing Director Contract (Everette, Feinstein)

Proposal: That the text in attachment #1 below is approved.

Amendment (Hermanson), accepted as friendly: That the budget item at the spring General Assembly will include a discussion over the need for staff and the titles given to them.

Yes: Ashley, Everette, Feinstein, Hermanson, Laidman, Shantz, Tanaka

No: Bloomberg, Leslie, Rubin

Proposal passes 7-3

8. Decision: CC Rules & Procedures Article I Co-Coordinators (Feinstein)

Proposal: That the text in attachment #2 below is approved.

Approved by consensus

9. Discussion: Status of CC process to appoint new GPCA Treasurer

Discussion held, with information provided by Finance Committee of their discussion at the December General Assembly.

10. Discussion: CC internal procedures (Feinstein)

Input taken on draft procedures, specifically around requiring less than a two year commitment to be on the State Meeting Planning Committee.

Attachment #1 Managing Director Contract

<http://www.cagreens.org/committees/ordinating/minutes/2012-01-02/attac...>

Attachment #2 Coordinating Committee Rules and Procedures

Article I: Co-Coordiators

Section 1-1: Number and term

1-1.1 As per GPCA Bylaws 6-1.9, all GPCA Standing Committees shall have two Co-coordinators, including the Coordinating Committee. This Article establishes that for the Coordinating Committee, there shall be a male and a female Co-coordinator and in a supporting role, a male and female alternate Co-coordinator.

1-1.2 Co-coordinators and alternates shall serve two year terms, with no term limits. Terms shall run from February of even-numbered years for the male Co-coordinator and male alternate, and from February in odd-numbered years for the female Co-coordinator and female alternate, except if the Coordinating Committee schedules a face-to-face retreat in January of each year, it may choose its co-coordinators at the retreat and the terms shall begin and/or end at the retreat upon election.

1-1.3 Alternates do not permanently assume the position of Co-coordinator if a Co-coordinator vacancy occurs. Rather, the alternate fulfills the duties and authority of Co-coordinator until the vacancy is filled as per 1-5.

Section 1-2: Duties and Authority

The Co-coordinators shall facilitate the operations of the Coordinating Committee and be in sufficient contact with the other Co-coordinator to accomplish this task. Alternate Co-coordinators shall assist the Co-Coordiators with their duties and responsibilities, which are to:

1-2.1 Create draft agendas for Coordinating Committee meetings, according to the process described in 2-1;

1-2.2 Serve as administrators for Coordinating Committee email lists and maintain an accurate Coordinating Committee roster, exclusively or in conjunction with others designated by the Co-coordinators and/or the Coordinating Committee;

1-2.3 Monitor and facilitate the Coordinating Committee email list to help the flow of information and to maintain a working decorum among Coordinating Committee members.

1-2.4 Respond to general inquiries from Coordinating Committee members regarding policies, rules and procedures.

1-2.5 Provide welcome and orientation to new Coordinating Committee members;

1-2.6 Update the Coordinating Committee web pages, exclusively or in conjunction with others designated by the Co-coordinators and/or the Coordinating Committee;

1-2.7 Conduct new delegate orientation at GPCA plenaries, exclusively or in conjunction with others designated by the Co-coordinators and/or the Coordinating Committee;

1-2.8 Communicate on behalf of the Coordinating Committee with the GPCA Liaison to the Secretary of State, GPCA Spokespersons and the Co-coordinators of Standing Committees and Working Groups;

1-2.9 Ensure that Coordinating Committee actions are in accordance with GPCA Bylaws and Rules and Procedures, and the Rules and Procedures of the Coordinating Committee;

1-2.10 Facilitate Coordinating Committee on-line voting according to Article III;

1-2.11 Maintain an updated Coordinating Committee task list and contact Coordinating Committee members for updates on task progress and completion.

Section 1-3: Nominations

1-3.1 Nominations for Co-coordinators and alternate Co-coordinators shall open on the first Monday of January. Nominations may be made by any Coordinating Committee member, including the candidate. Nominations shall be considered made when posted to the Coordinating Committee email list. Nominations shall be considered accepted when posted as such to the Coordinating Committee email list by the candidate. Self-nominations shall be considered accepted when made. Nominations may be made and accepted for the same person for both Co-coordinator and alternate Co-coordinator.

1-3.2 Where the election will be held during the Coordinating Committee retreat, the nomination period shall close three days before the commencement of the retreat, such that if the retreat begins on a Saturday, nominations shall close at midnight on the preceding Tuesday. Where the election will be held on a Coordinating Committee teleconference, nominations shall close at midnight two days before the teleconference, such that if the teleconference is held on a Monday, nominations shall close at midnight on the preceding Friday.

1-3.3 Candidates are strongly encouraged to submit a candidate statement to the Coordinating Committee email list, no later than the commencement of the discussion period. The statement should address performance of the position sought, as its duties and responsibilities are defined in this Article, and contain a biography of relevant experiences. Candidates are encouraged to submit video material in support of their candidacy.

Section 1-4: Elections

1-4.1 Co-coordinators shall be elected either in person at Coordinating Committee retreat in either January or February via the process described in 1-4.2 or via a CC teleconference at the first Coordinating Committee teleconference in February via the process described in 1-4.3.

1-4.2 Co-coordinator election via Coordinating Committee retreat

1-4.2(a) Each candidate shall have the opportunity to make a three minute candidate statement. If any candidate is not in attendance, the candidate may either submit a written statement or make their statement via skype, speaker phone or other similar means. After candidates have made their statements, then there shall be a call for questions, concerns and affirmations, after which candidates may address concerns. After this, Coordinating Committee members may discuss the candidates among themselves before the vote commences. Voting shall be by instant run-off voting and shall include a No Other Candidate option. All Coordinating Committee members may cast votes, with those not in physical presence able to send in their votes by email, skype or speaker phone. Any candidate receiving a majority of votes cast is considered elected.

1-4.3 Co-coordinator election via teleconference

1-4.3(a) If there is only one candidate, the candidate shall make their statement, then there shall be a call for questions, concerns and affirmations, after which the candidate may address concerns. Then shall commence a three day voting period through midnight the ensuing Thursday. During this time discussion may continue on the Coordinating Committee email list. Votes shall be cast on a voting page equipped for instant run-off voting and shall include a No Other Candidate option. Any candidate receiving a majority of votes cast is considered elected.

1-4.3(b) If there is more than one candidate, each shall make their statement, then there shall be call for questions and concerns, after which the candidates address concerns. Then shall commence a six day voting period through midnight, the ensuing Sunday. During this time discussion may continue on the Coordinating Committee email list. Votes shall be cast on a voting page equipped for instant run-off voting and shall include a No Other Candidate option. Any candidate receiving a majority of votes cast is considered elected.

1-4.4 Alternate co-coordinator election via Coordinating Committee retreat

After the above election process described in 1-4.2 is completed for the Co-coordinators, the same process shall be conducted for alternate Co-coordinators.

1-4.5 Alternate co-coordinator election via Coordinating Committee teleconference

After the candidate statements and questions, concerns and affirmations are made for candidates for Co-coordinator, the same process will be held for candidates for alternate Co-coordinator. Once the election is completed for Co-coordinator, an on-line election shall commence for alternate Co-coordinator.

1-4.5(a) If there is only one candidate, on the following Monday shall commence a three-day voting period through midnight, the ensuing Wednesday. During this time discussion may continue on the Coordinating Committee email list. Votes shall be cast on a voting page equipped for instant run-off voting and shall include a No Other Candidate option. Any candidate receiving a majority of votes cast is considered elected.

1-4.5(b) If there is more than one candidate, on the following Monday shall commence a six-day above election process through midnight, the ensuing Saturday. During this time discussion may continue on the Coordinating Committee email list. Votes shall be cast on a voting page equipped for instant run-off voting and shall include a No Other Candidate option. Any candidate receiving a majority of votes cast is considered elected.

Section 1-5: Vacancies

1-5.1 A Co-coordinator vacancy shall exist whenever a Co-coordinator has submitted a written statement of resignation, is recalled as Co-coordinator by the Coordinating Committee; is recalled from the Coordinating Committee by the electing body to the Coordinating Committee, is no longer registered in the district from which he or she was elected (in the case of regionally elected seats); is no longer registered Green; or misses three consecutive General Assemblies or regular Coordinating Committee meetings without appointing a qualified alternate as per GPCA Bylaws 6-3.1(d),

1-5.2 Upon a vacancy occurring, there shall be a call for nominations within three days of the vacancy occurring. The period for nominations shall last for at least seven days and an election process at per 1-4 shall be conducted at the next regular Coordinating Committee meeting.