

Feedback was requested from MPART Citizens Advisory Workgroup (CAWG) members regarding leadership structure, decision making, and proposed ground rules for the MPART CAWG, pursuant to the CAWG December 2021 meeting. The following comments/questions were received.

1. CAWG Charter:

Review the CAWG Charter approved in 2019 and focus on the Overview and Purpose of the CAWG.

2. Leadership Structure:

a. The current Charter calls for a Chair and a Vice Chair.

- i. Suggest a Chair, First-Vice-Chair, and Second Vice-Chair to lighten the administrative burden on the Chair, with each officer rotating to chair the CAWG meetings.
- ii. The Charter recommends each Officer serve for a term not to exceed 2 years. Should CAWG members nominate a replacement if an Officer leaves that position?
- iii. How do we elect the CAWG Officers – voice vote, raise hand, roll call vote?
- iv. Should nominees for Officer positions provide a brief bio to explain interest and also disclose what could be seen as a conflict of interest. What constitutes a conflict of interest?

3. Meeting Protocols:

- a. Robert's Rules of Order is used for meetings by most membership-based organizations, non-profits, and governmental agencies. One person voiced that could be cumbersome.
- b. In the past, roll call of members was taken at the beginning of the CAWG meetings, including those participating in the meeting by phone. One suggestion is that we re-institute a roll call at the beginning of each meeting.
- c. What is the procedure for voting when members are present virtually and by phone? (Voting can be done by either simple majority or 2/3 majority depending on the importance of the motion.) How are votes counted?
- d. What is considered a Quorum (a quorum is minimum number of members to constitute a meeting, depending on what the organization adopts). A majority is defined as one more than half.
- e. What about CAWG members who have other commitments on the days/times of CAWG meetings?

4. Proposed Ground Rules:

- a. Are there any additions to the proposed ground rules?
- b. What is the role of the Chairperson (leadership team)
- c. Is there a role for the facilitator and should the facilitator be present for the next meeting?