

1/20/04

TWG operational issues to be discussed:

AGENDA

1. Approval: The TWG chairman approves the final agenda for TWG meetings (page 4 paragraph 1). The co-chair helps prepare the agenda by preparing the draft agenda for the chairman (page 2, next to last paragraph).

This is the only feasible way for the TWG to operate. The TWG chairman must have control of the meetings.

Chairman responsible for meeting reminder 10 days in advance of meeting (page 1, second paragraph), i.e., technically, this means that official notice with materials should come from the chairman.

2. Agenda items: There is nothing said in the OP about the chairman developing the final agenda from items considered at the previous TWG meeting. This, however, is usually how the budget is prepared.

Should the OP be changed to recognize this reality? TWG members submit items for consideration at TWG meetings to the TWG chairman (page 3, last paragraph).

Mail-out is 10 days prior to the TWG meeting.

3. New business: OP reference a "new business" portion of TWG agendas (page 4 first paragraph). We haven't done this before. Should there always be time left for members to bring up new business?

AMP BUDGET

The TWG budget gets discussed within the TWG BAHG and recommended to the TWG. Once the budget is considered and approved by the TWG it becomes a TWG budget to be recommended to the AMWG.

The TWG chairman approves any changes to the budgets submitted by GCMRC/BOR to the TWG for consideration based on TWG budget deliberations.

The TWG chairman (or designee) submits the approved budget to the AMWG for its consideration.

CHANGE IN TWG MEMBERSHIP

TWG operating protocols are unclear as to how TWG membership changes (page 3; paragraph 4).

It seems reasonable that the AMWG member should nominate the change to the TWG chairman. This should be specified in the operating protocols.

PROXY VOTES

Should the TWG operating protocols be changed to allow proxy votes?

SUBMITTAL OF MATERIALS FOR TWG MEETINGS

OP requirement is for the submission of materials to "staff" 15 days prior to the TWG meeting (page 5, bottom of page).

Should this be changed to submission to the chairman? This would ensure proper review before being sent to the membership.

CHANGES IN OP

No process for changing Ops in current OPs. Previous changes by Johnson (9/01) not approved by TWG.

Should we add some requirement that TWG approve changes in TWG operating protocols? Any revisions should be in redline/strikeout format.

MEETING PROTOCOL

Make reference to Roberts Rules of order?

Votes can only be taken by members who are at the table.

Only members may be at the table.

Membership will agree on amount of time for each topic.

TWG INTERACTION WITH AMWG

TWG chairman should provide formal input and agenda items for AMWG meetings regarding any issues brought to the attention of the AMWG by TWG (either by vote or for information).

TWG chairman attends and provides input to AMWG during any AMWG meeting where TWG business may be discussed (including conference call meetings).