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).
PROXY VOTES

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

SUBMITTAL OF MATERIALS FOR TWO MEETINGS

Off requirements in the submission of materials to "stand" 15 days prior to the TWG meeting (page 3, section of page 4).

Should this be changed to submission to be "stand" prior to the TWG meeting? This would raise proper review before taking vote in the membership.

CHANGES IN OP

No process for changing Ops in current OPs. Previous changes by adhocracy (RE) and approved by TWG.

Should we still require requirement that TWG approves changes to TWG operating protocols? Any revisions should be in editorial format.

MEETING PROTOCOL

Make reference to slate function of votes?

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

Only members may be at the table.

Membership will sign an 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 forth in the attention of the AMWG by TWG (either by voter or for information).

TWG chairman submits and provides input to AMWG during any AMWG meeting when TWG becomes may be discussed (including constraints and feedback).