

ARTICLE I – NAME AND PURPOSE

Section 1 – *Name*

The name of the committee is Foundation Planning Task Force.

Section 2 – *Purpose*

The purpose of the committee is to recommend the process for creation of a new foundation focused on addressing community health and wellness needs in the city of Lakewood.

ARTICLE II – MEMBERS, & ROLES

Section 1 – *Member Appointment*

Members are appointed by regulators, City of Lakewood.

Section 2 – *Expectations of Task Force*

The task force's role is to support and facilitate:

1. Determination of mission, scope and governance of new foundation
2. Establishment of a plan for ongoing community involvement in foundation, which may include review, planning, and proposal of Community Advisory Committee and Board of Trustee structure
3. Drafting of new foundation's governing documents
4. Engagement of community in gathering input on proposed mission and practices of new foundation

Section 3 – *Compensation*

Task Force members will receive no compensation directly for participation in the task force, except administrative support or expense reimbursement in relation to duties.

Section 4– *Terms of Service*

All members are expected to commit to the task force for at least one year. The role of the task force will cease upon establishment of the foundation.

Section 5 – *Meetings and Notices*

Task Force members should expect to meet at a minimum of once per month, though additional monthly meetings may be necessary. Notices of all Task Force meetings will be made public in accordance with Ohio Open Meeting Requirements. Notices of meetings should be sent to recorder at least 7 days in advance of scheduled meeting.

Section 6 – *Task Force Member Meeting Roles*

A Chair and Vice Chair will be appointed by the Task Force. The role of the chair is to preside over meetings and ensure task force effectiveness and engagement for timely completion of tasks. The role of the Vice Chair is to perform the duties of Chair in the case of absence or disability of the Chair.

A recorder will take notes on the decisions made and keeps things going on schedule so that each agenda item can be covered in the time allotted. If an item cannot be finished in the time allotted, the recorder will seek consensus on whether to proceed or table the discussion for next meeting.

Section 7 – *Decision Making Procedure*

Quorum

A quorum of at least 75% of current members must be in attendance at meetings for changes to occur in the program plan and decisions to be made. Members can call in to participate. Virtual attendance counts toward the quorum.

Decision Making Procedures

The task force will strive to reach consensus on decisions that impact the program plan. The input and ideas of all participants are gathered and synthesized to arrive at a final decision acceptable to all.

Elements of a consensus based decision

- All parties agree with the proposed decision and are willing to carry it out
- No one will block or obstruct the decisions or its implementation

Levels of Consensus

- a firm “yes”
- I can accept the decision
- I can live with the decision
- I do not fully agree with the decision, however I will not block it and will support it

If a consensus is not possible, decisions can be made by a two-thirds plus one vote. If 12/16 are present for meeting, that means 9 makes the decision

Other procedures

Member Role Elections: When deciding on member meeting roles, a ballot vote will be initiated. A simple majority is needed to select a member to a specific meeting role.

Approval of minutes: Minutes will be distributed to the task force to read before the next meeting. Chair will ask for corrections. Corrections will be assimilated into the minutes if task force agrees. If no further corrections, minutes stand approved.

Section 8 – *Attendance*

All Members shall regularly attend meetings. When not in attendance, members should submit their comments prior to the meeting they cannot attend. Members who do not regularly attend meetings should discuss the reasons with the Chair.

Section 9 – Resignation

Resignation of any member from the task force must be in writing and received by the City of Lakewood.

Section 10 - Removal of Member from Task Force

Task force member may, at any time, be removed from the task force for not abiding by the rules set forth in this document. A consensus must occur in order to remove a member from the task force.

ARTICLE III – SUBCOMMITTEES

At any time the task force may see it fit to establish subcommittees to work on a specific initiative. When a subcommittee is established, a subcommittee chair will be specified and be responsible for reporting back to the chair and the task force. A subcommittee may request the participation of a non-member. In this case that person will serve on the subcommittee on an ad-hoc basis.

ARTICLE IV – AMENDMENTS

Section 1 – Amendments

These rules may be amended when necessary so long as there is a two-thirds majority vote. Proposed amendments must be submitted to the Chair prior to a meeting.

CERTIFICATION OF RULES

Date