

ICOLC Coordinating Committee Governance Structure

THIS DOCUMENT WILL BE AVAILABLE ON THE ICOLC WEBSITE

Annual Review Process

This document will undergo an annual review in June to ensure its relevance, accuracy, and alignment with the ICOLC Coordinating Committee’s objectives and organizational standards. During the review, the committee will identify any necessary updates, and address any changes in regulations or best practices. The results of the review will be documented and shared with the ICOLC Coordinating Committee for approval via a vote, and any revisions will be implemented as needed.

<p>ICOLC CC member term length, renewals, limits, start date, selection process, appointment, nomination, approval processes, etc.</p>	<p>See document: ICOLC Elections and Voting Guidelines_Oct 2024.docx</p>
<p>Number of voting CC members</p>	<p>The ICOLC CC consists of nine voting members, two of whom are the co-chairs.</p>
<p>Proxy voting</p>	<p>Proxy voting is permissible (proxy given from one CC member to another) provided that the co-chairs are informed in advance of the CC member’s absence and the proxy voting assignment.</p>
<p>Number of ex officio CC representatives</p>	<p>Two ex officio representatives without voting privileges may participate in ICOLC CC meetings:</p> <ul style="list-style-type: none"> ● Fiscal Agent’s designated representative ● The ICOLC Program Coordinator
<p>Meeting schedule</p>	<ul style="list-style-type: none"> ● Frequency: The CC meets once per month; special meetings can be convened at the request of CC members. ● CC meetings are convened by the co-chairs.
<p>Agenda development</p>	<ul style="list-style-type: none"> ● Preliminary agenda is developed by co-chairs and ICOLC Program Coordinator. ● Full working agenda is developed by CC members at least one week in advance of the monthly meeting.
<p>Decision-making process (consensus, vote, quorum for official business to happen)</p>	<p>Process: Procedures for Running ICOLC CC Meetings</p> <p>Quorum requirement: Simple majority of five.</p> <p>Voting items: All voting items must be clearly delineated on the agenda. Items arising for vote during the meeting should be voted on by email in the week following the meeting so that members have an opportunity to</p>

	consider the question.
Responsibilities of the co-chairs	<ul style="list-style-type: none"> ● Convene, lead ICOLC CC ● Signatory on ICOLC documents ● Manager of the Program Coordinator
Governing structure <i>Authority and supervisory responsibility</i>	<p>ICOLC Coordinating Committee is responsible for:</p> <ul style="list-style-type: none"> ● Strategy initiatives, development, and implementation <ul style="list-style-type: none"> ○ ICOLC Futures Recommendations ○ ICOLC Mission Statement ● Annual review of and possible edit suggestions to Code of Conduct (below) ● Serves as or assigns representation of ICOLC members to other organizations (when ICOLC representation is requested) <ul style="list-style-type: none"> ○ Annual report to ICOLC members about the performance of previous year, including financial statements ● Arrangement/agreement with the Fiscal Agent (including termination rights with appropriate notice) and any partnerships/contracts for services, programs ● ICOLC finances ● Working groups ● Statements/reports/endorsements ● Election process management ● Membership management ● Discuss issues that pertain to a reasonable portion of the membership ● Responsibility to provide leadership in general and guidance to issues that arise <p>Guidelines:</p> <ul style="list-style-type: none"> ● ICOLC maintains no governmental identity/recognition; therefore, activities such as grant management, lobbying, or anything that requires a legal signature are not possible. <p>Other considerations:</p> <ul style="list-style-type: none"> ● ICOLC CC is unable to arbitrate local issues. ● ICOLC CC is not responsible for mandating issue positions in consortia.
Attendance/expectations	<ul style="list-style-type: none"> ● Any CC member who is unable to attend a meeting or committee meeting shall contact the co-chairs or the Program Coordinator as soon as they are aware that they cannot participate, indicating that they will be absent. Since a quorum of members present is required for each meeting, this contact should be made as far in advance as possible. ● To be effective, CC members shall strive to attend all meetings and committee meetings, and read materials presented for review. ● A CC member may be asked to resign for failure to attend or participate in meetings.
Language and communication	<ul style="list-style-type: none"> ● CC meetings are conducted in the English language. ● CC members are expected to communicate in an inclusive manner, by speaking slowly and avoiding the use of slang words, acronyms, and

	<p>initialisms.</p> <ul style="list-style-type: none"> ● CC members should directly ask for clarification and clearer pronunciation if needed.
<p>Code of Conduct</p>	<p>CC members shall observe ethical standards with absolute truth, integrity, and honor. As such, following are the foundations of CC membership:</p> <p>CC members shall:</p> <ul style="list-style-type: none"> ● represent all ICOLC members honestly and equally and will not surrender their responsibilities. ● avoid any conflict of interest or any appearance of impropriety which could result from my position. ● not use their CC membership for personal gain or publicity. ● recognize that a CC member has no legal authority as an individual and that decisions can be made only by a majority vote at an open CC meeting. ● respect the confidentiality of privileged information. ● be involved and knowledgeable about not only local concerns, but also about issues in the ICOLC international community. ● strive to use language that is professional, civil, and courteous. If disagreements occur, members will take a step back and seek good intentions, commonality and shared goals. ● perform all the functions expected of CC members. ● be involved and knowledgeable about not only local concerns, but also about issues in the ICOLC international community. ● support the ICOLC procedures to the fullest.
<p>Conflicts of Interest and Confidentiality</p>	<p>If a conflict of interest is identified, they can be accommodated through recusal of involved members.</p> <p>See document: Code of Conduct and Conflicts of Interest Policy</p>
<p>Time zones respect</p>	<p>CC members are expected to respect the time zones represented on the CC. As such, CC members should:</p> <ul style="list-style-type: none"> ● Know your time zones. ● Plan your meetings wisely. ● Communicate your availability. ● Be flexible and empathetic.