

Operating Guidelines for the Interim Charting Committee of the 12-to-24 Collaborative

1. Introduction

- 1.1 The Interim Charting Committee (ICC) is responsible for establishing the foundational structures and processes of the 12-to-24 Collaborative. It will operate for two years from the date of the charter signing. During this period, the ICC will follow its own voting rules and governance structures, distinct from those outlined in the charter, and its members are not subject to the charter's membership conditions.
- 1.2 **Work Plan and Strategic Planning**
The ICC is charged with developing a work plan that outlines its goals and objectives for the two-year period. This includes creating a strategic plan and multi-year budget for the 12-to-24 Collaborative to ensure it is fully functional and ready to operate independently at the end of the interim period. The ICC is also responsible for hiring staff for the Collaborative, setting up major initiatives, seeking out long-term funding sources, and identifying a fiscal sponsor.
- 1.3 **Transition Planning**
As the two-year interim period draws to a close, the ICC will develop and implement a transition plan to hand over responsibilities to the permanent Steering Committee.

2. Committee Composition

- 2.1 **Interim Governance Committee (IGC)**
The IGC is responsible for establishing foundational structures and processes, including fiduciary & budgetary oversight and shall function as an executive committee with the authority to make time-sensitive decisions on behalf of the full ICC. This authority extends to situations where seeking approval from the full ICC would cause undue delay or negatively impact operations. The Committee's authority does not extend to the approval of any amendment in the 12-to-24 Collaborative Charter. The IGC will be comprised of the following roles and voting rights, as appointed by the Interim Chair:
 - 2.1.a **IGC Leadership**
 - 2.1.a.i Interim Chair (April Lee) (1), Oversight of the IGC
 - 2.1.a.ii Interim Vice Chair (Chris Colville) (1), Chair of the Nominating Committee
 - 2.1.a.iii City of Frederick (Ericka Rohrbaugh & Gayon Sampson) (2), Co-Chairs of the Facility Committee
 - 2.1.a.iv Ausherman Family Foundation (Leigh Adams & TBD) (2), Co-Chairs of the Strategic Plan Committee
 - 2.1.a.v Community Foundation of Frederick County (Betsy Day) & The Ausherman Family Foundation (Kat Vicere), (2) Co-Chairs of the Fundraising Committee
 - 2.1.a.vi Interim Youth Council Liasion (Laura Sherwood) (1)
 - 2.1.b **Interim Planning Committee (IPC)**
A temporary body operating concurrently with the IGC, focusing on planning and setting up the necessary structures for the 12-to-24 Collaborative. The IPC will be comprised of the following organizations/roles and voting rights, as appointed by the Interim Chair.

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Each organization may appoint a designated representative to attend meetings and vote in the absence of the primary representative.

- 2.1.b.ii Backbone Support (Caylee Winpigler) (0)
- 2.1.b.iii Youth Council Liasons (Rotating) (2)
- 2.1.b.iv Frederick County Public Schools (Lynn Davis) (1)
- 2.1.b.v Frederick County Government (Kelli Goetz) (1)
- 2.1.b.vi Boys & Girls Club of Frederick County (Timika Thrasher) (1)
- 2.1.b.vii City of Frederick's Department of Housing & Human Services (Ramenta Cottrell/DHHS staff) (1)
- 2.1.b.viii SHIP (Melissa Muntz) (1)
- 2.1.b.ix Heartly House (Amy Wilkinson) (1)
- 2.1.b.x City Youth Matrix (Aaron Vetter) (1)
- 2.1.b.xi Community Partners (TBD) (2)

2.1.c Specified Sub Committees

2.1.c.i Nominating Committee

The Nominating Committee develops a transparent and inclusive process for nominating members to the permanent Steering Committee. It plays a key role in transitioning from the ICC to the permanent governance structure, ensuring a smooth and effective handover and continuity in governance.

2.1.c.ii Facility Committee

The Facility Committee plans for the facility in tandem with the City of Frederick, which will operate the facility once it opens. It works with members of the 12-to-24 Collaborative to identify and develop programming based on community needs, feedback gathered from the Collaborative's membership, and alignment with the City of Frederick's goals. The Committee ensures the facility and its programming meet strategic requirements and transitions to city management seamlessly.

2.1.c.iii Strategic Plan Committee

The Strategic Plan Committee creates a long-term strategic plan and multi-year budget for the 12-to-24 Collaborative. It ensures alignment with the Collaborative's mission and vision, providing a roadmap for growth and securing the necessary financial resources for sustainability.

2.1.c.iv Fundraising Committee

The Fundraising Committee identifies funding sources and develops a comprehensive fundraising plan. It engages with funders, donors, and stakeholders to secure financial support and obtain resources to operate 12-to-24 collaborative programs and operations.

3. Operating Guidelines

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3.1 Interim Chair Authority

The Interim Chair holds significant authority during the interim period to ensure the effective establishment of the 12-to-24 Collaborative. This authority includes, but is not limited to, the following responsibilities:

3.1.a Seating of Members

The Interim Chair has the authority to appoint members to the IGC and the IPC, selecting individuals who are best suited to contribute to the foundational structures and processes of the Collaborative. Both the appointment and removal of members from the IGC after their initial appointments require a majority vote of the IGC.

3.1.b Committee Composition

The Interim Chair determines the composition of both interim committees, ensuring that each Committee has the appropriate mix of skills and expertise to fulfill their respective roles. The Interim Chair may establish additional committees or working groups as needed.

3.1.c Role Assignment

The Interim Chair assigns specific roles and responsibilities within the committees, including leadership positions such as the Interim Vice Chair and other key roles.

3.1.d Appointment Authority

The Interim Chair's decisions regarding appointments are final and are aimed at ensuring that the ICC operates efficiently and effectively to achieve its goals. However, the Interim Chair's authority does not extend to the removal of members once seated; such actions must go through the established grievance process.

3.2 Organizational Chart

A companion document to these operating guidelines is the organizational chart outlining the composition and structure of the ICC, as appointed by the Interim Chair. This chart will be maintained and updated as necessary and will be available to all members of the 12-to-24 Collaborative.

3.3 Meetings

3.3.a ICC meetings

ICC meetings will be held monthly as determined by majority vote of ICC members.

3.3.b IGC meetings

IGC meetings will be held as determined by the Interim Chair.

3.3.c Special meetings

Special meetings may be called by the Interim Chair or a majority of the ICC members.

3.3.d Assembly meetings

Meetings of the 12-to-24 Collaborative's Assembly will be held in accordance with the charter during the initial two-year interim period.

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3.4 Meeting Formats

All meetings of the IGC will be conducted in accordance with Robert's Rules of Order. Meetings of the full ICC will be run using a consensus decision-making process.

3.5 Quorum

A quorum, defined as the minimum number of members required to conduct official business, will be established in accordance with Robert's Rules of Order. For the IGC, a quorum will consist of 5 voting members. For the ICC, a quorum of 10 voting members will only be required when a vote is necessary.

3.6 Executive Sessions

The IGC may go into executive session during an ICC meeting. A motion to go into executive session must be made, seconded, and approved by a two-thirds vote of the voting members present. The reason for the executive session must be stated in the motion. Once the motion is approved, all non-IGC members will be asked to leave the room. Minutes will not be taken during the executive session.

3.7 Voting

3.7.a All agenda, and accompanying materials will be made available at minimum one week prior to a full ICC meeting.

3.7.b Electronic Voting

Voting may be conducted electronically when in-person attendance is not feasible or when timely decisions are required, ensuring that all members can participate in the decision-making process. The electronic voting period will remain open until the quorum number of votes has been met. Electronic votes must be unanimous. All members must be provided with clear instructions on how to vote, access to necessary information regarding the decision at hand, and confirmation of their vote being received and counted.

3.8 Unspecified Situations

In the event that a situation arises which is not explicitly covered by these operating guidelines, the following procedure will be followed to ensure fair and effective resolution:

3.8.a Identification

Any member of the ICC (ICC) who identifies a potential issue or ambiguous situation should bring it to the attention of the Interim Chair or Vice Chair in writing, outlining the nature of the issue and its potential impact.

3.8.b Temporary Resolution

The Interim Chair, in consultation with the Interim Vice Chair and relevant committee members, will devise a temporary resolution to address the immediate issue. This temporary resolution will be documented and communicated to all ICC members.

3.8.c Committee Review

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The temporary resolution will be reviewed at the next scheduled ICC meeting. The Committee will discuss the issue and the proposed resolution to determine if it is appropriate and effective.

3.8.d Formal Amendment

If the Committee agrees that a formal amendment to the operating guidelines is necessary, the proposed amendment will be drafted and included in the agenda for a vote at the next regular or special meeting of the ICC. The final resolution and any changes to the guidelines will be communicated to all members of the 12-to-24 Collaborative to ensure transparency and understanding.

4. Documentation and Reporting

- 4.1 The ICC will provide regular reports to the Assembly on its progress and any significant decisions made during the interim period.
- 4.2 The ICC will maintain clear and consistent communication with all members, ensuring transparency in decision-making processes and updates on progress.
- 4.3 Minutes of all IGC, ICC, and ad-hoc committee meetings will be recorded and retained. These minutes will be made available to all members of the 12-to-24 Collaborative and any interested parties upon request.

5. Grievance Procedure

5.1 Submission of a Grievance

If a conflict or grievance arises during the initial two years, the concerned member can submit a formal grievance in any form to the Chair or Vice Chair. The submission should include details of the conflict and any steps taken to resolve it informally. In person grievances require two people present, one to serve as a witness and document details of the grievance.

5.2 Mediation by a neutral party

An impartial mediator, who may be an external consultant or a neutral party within the organization but outside the ICC, will be appointed to facilitate a mediation session. The mediator will help the parties involved discuss their issues in a controlled and secure setting, aiming to reach a mutually acceptable resolution.

5.3 Full committee vote

If mediation does not resolve the conflict, the grievance will be escalated to the entire ICC for a vote. The involved parties, including the Interim Chair if they are part of the conflict, will recuse themselves from this process.

The grievance will be presented to the ICC members, and a vote will be conducted to determine the resolution. Each member will have one vote, and a majority decision will be required to resolve the grievance.

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The decision made by the ICC vote will be communicated in writing to all parties involved and will be final for the interim period.

5.4 No retaliation

The ICC will enforce a strict non-retaliation policy. Any member who brings forth a grievance or participates in the resolution process will be protected from retaliation.

5.5 Documentation and Confidentiality

All conflicts and their resolutions will be documented and kept confidential. Records will be maintained to ensure transparency and to provide a reference for future conflict resolution processes. However, all ICC members are expected to hold proprietary information and knowledge in strict confidence.

6 . Amendments to Operating Guidelines

- 6.1 After the effective date specified in this document, these guidelines may only be amended by a two-thirds vote of the voting members present at a regular or special meeting of the ICC, provided that notice of the proposed amendment has been included in the agenda for the meeting.

7. Effective Date

These guidelines will take effect on [6/25/24].