



## **Greenpoint Community Environmental Fund Community Advisory Panel Internal Protocols**

The following protocols will be observed by members of the Greenpoint Community Environmental Fund (GCEF) Community Advisory Panel (CAP) during the Greenpoint Community Environmental Fund or GCEF.<sup>1</sup>

### **Meetings:**

- Routinely scheduled, in-person (“regular”) CAP meetings generally will be held on a monthly basis.
- Regular CAP meetings will be held on agreed upon dates.
- Regular CAP meetings will be approximately two hours in length and held at a local community venue.
- Ad hoc meetings, or conference calls, e-mails, and/or other electronic communication, may be called as necessary, for decision-making and other purposes outside of regular CAP meetings.
- CAP members will make a good-faith effort to attend all meetings and conference calls. If a CAP member fails to attend three meetings without advance notice, they may be asked to withdraw from the CAP.

### **Internal Communication:**

- The General Administrator will prepare a proposed agenda and circulate it to the CAP for review in advance of all CAP meetings; the first action of each meeting will be to accept or otherwise revise the proposed agenda.
- Meeting summaries from the prior meeting will be prepared by the General Administrator and circulated the CAP in advance of each meeting; the CAP will be asked to approve these meeting summaries prior to making them publicly available.
- To the extent that CAP members, in their capacity on the CAP, are representing organizations or other entities beyond themselves, they shall make such representation known to both the General Administrator and other CAP members.
- Unless specifically stated, deliberations during meetings are not confidential, though specific statements should not be attributed without prior consent.

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<sup>1</sup> CAP members may suggest changes or updates to these protocols, which will be discussed and, as appropriate, incorporated in accordance with the decision making procedures outlined herein.

## **External Communication**

- Unless specifically decided otherwise by the CAP, members are expected to clearly state that they are speaking on behalf of themselves or their affiliated group when speaking to the public or the press with respect to the CAP and GCEF.
- CAP members will seek to accurately portray decisions reached at meetings and avoid adversely affecting the CAP process by refraining from publicly airing conflicts that may arise within the CAP or among its members.
- CAP members may refer inquiries from the public related to the CAP or GCEF to the General Administrator.
- CAP members should refer all press inquiries seeking statements from the GCEF to the Office of the New York State Attorney General.
- CAP meetings are not public. Interested members of the public should be directed to the GCEF website, contact the General Administrator's Community Liaison Office, and encouraged to attend public meetings for information. If a specific request is made to attend, the CAP should decide to permit a community member to attend a CAP meeting as an observer by taking a simple majority vote. No press shall be allowed to attend.

## **Decision Making**

- All CAP members, with the exception of representatives of elected officials, have one vote.
- The CAP will seek consensus when arriving at decisions. Where consensus cannot be achieved, 60 percent of CAP membership is required to achieve quorum and once quorum is attained, 60 percent of CAP membership is required to approve a decision with the understanding that the State has final right of approval.

## **Conflict Resolution Procedures**

If a CAP member perceives a conflict with another member, it shall be that member's obligation to address and resolve the conflict with the other member. If the conflict cannot be resolved by the two parties, they shall bring the matter to a CAP meeting to raise the issue for review and resolution by the CAP. The members not involved in the conflict should seek to mediate the conflict. In any effort to resolve conflict, members will demonstrate respect, willingness to understand and patience with one another.

## **Member Recruitment:**

As an independent advisory board comprised of members of the Greenpoint community, the CAP plays a central role in the development and implementation of the Program. It is the State's intention that the CAP and its membership will reflect – to the greatest extent practical -- the diversity of interests within Greenpoint.

- The General Administrator will identify and recruit new members for the CAP when: 1) vacancies on the CAP occur, or 2) a standing CAP member needs to recuse themselves from participation due to a real or perceived conflict of interest.

- Standing CAP members should seek to identify new members for the CAP that will serve to further the Panel's diversity. The names and, as appropriate, affiliations of potential new members should be provided to the General Administrator.
- Prior to their active participation on the CAP, the General Administrator will provide new members with necessary information about the CAP, including its purpose, functions, structure, procedures, summaries of past accomplishments and current issues.
- The GCEF will strive to have a minimum of at least 15 active CAP members at all times.

### **Subcommittees**

As necessary, and in consultation with the General Administrator, the CAP may decide to establish subcommittees of the full CAP to address specific issues. The number of CAP members serving on a subcommittee may vary depending on its purpose, but a minimum participation of five members will be sought.

### **Conflict of Interest**

- CAP members shall inform the General Administrator of any affiliations with organizations or other entities that may have an interest in obtaining, or otherwise directly benefiting from, GCEF funding.
- Members shall disclose to the General Administrator any personal or professional interest in any matter pending before the CAP that may create a real or perceived conflict of interest, and recuse themselves from participating in any discussion or decision related to such matter.
- Any CAP member who is an officer, board or staff of an organization that is applying, or considering applying, for GCEF funding shall not participate in any CAP discussion or decision making related to, or that would otherwise advantage or be perceived to advantage, the organization's application.
- No member shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the GCEF.