

Governance Proposal

MEASURE DD COMMUNITY COALITION GOVERNANCE

[Sanctioning of the Measure DD Community Coalition by the Oakland City Council is detailed in staff reports of 15 & 22 June 2003, as approved]

- 4/12/03 [Coalition Statement of Purpose](#)
- 6/10/03 [The Measure DD Implementation staff report approved by City Council on July 15, 2003, which on p.5-6 recognizes and supports the formation of a Measure DD community Coalition organization](#)
- 6/24/03 [Supplemental Implementation staff report re: the role of the Measure DD Community Coalition](#)

I. Origin

In 2002, groups of Oaklanders organized and successfully mounted a campaign for clean water, safe parks, improved waterways, open spaces, and pedestrian-vehicle access at the south end of Lake Merritt. A \$198 Million bond proposal -- the Measure DD Ballot Measure -- was submitted to the November 2002 ballot and received an enthusiastic 80%+ vote. In June 2003, following City Council adoption of Measure DD, together with the involvement of then Council members Danny Wan and Jane Brunner, the Oakland City Council authorized the Measure DD Community Coalition as an inclusive body of interested Oaklanders and organizations to oversee the implementation of Measure DD and the 56 projects detailed in the Bond Measure.

II. Mission

The Measure DD Community Coalition is an open and inclusive organization consisting of individuals and representatives of organizations who are interested in the Measure and commit to being involved in the implementation of Measure DD programs. Throughout its duration, the Coalition will remain open to participation by the general public of Oakland.

III. Goals and Objectives

Coalition participants maintain an overall view of Measure DD projects and the citywide benefits that can accrue from the program's completion. The goals and objectives of the Coalition are to:

1. Act as oversight body that brings the community voice to planning and review of Measure DD projects.
2. Serve as the community "sounding board" for Measure DD staff, consultants, and project proposals and presentations.
3. Interact with City policymakers, staff, and stakeholders to ensure that projects are planned and completed in a timely and efficient manner, with financial transparency and accountability.

4. Interact with and assist City staff and stakeholders distributing and disbursing relevant information to the public.
5. Orient members of the public to the Coalition's origin, purpose, functioning, activities, and history.
6. Monitor the financial accountability of authorized Measure DD funding and spending.
7. Assist City staff in securing grants and additional funding for Measure DD projects.
8. Safeguard the interest of Oakland voters who approved and are funding the Measure DD Bonds, Projects, and Program.

IV. City-Coalition Coordination

[Supplemental Implementation staff report re: the role of the Measure DD Community Coalition](#) 6/24/03

1. Representatives of the City will attend Coalition meetings to discuss the status of on-going projects and priorities for future projects.
2. Project staff will seek input from Coalition participants on various topics, including matters scheduled to go to the City Council or its Committees, or matters that may affect the Measure DD budget or schedule.
3. The Coalition may send two representatives to each quarterly meeting of the Executive Team, with authorization to comment, and to receive written recommendations discussed at the meetings.
4. The Coalition will continue to exercise an inclusive approach to encouraging participation and attendance at Coalition meetings by urging organizations, interested parties, and representatives of the City who are interested in participating in the implementation of Measure DD projects.
5. The Coalition will encourage greater participation by performing outreach activities to organizations identified by City Council members, City staff, and others that may currently not be represented within the Coalition.
6. The Coalition will respond to requests by the City to carry out activities that follow the [statement of purpose](#) (mission) adopted by Coalition participants.
7. The City will provide support to the Coalition for recording and distribution of Coalition meeting minutes, and coordination of meeting agendas and speakers for Coalition meetings. Administrative support will be provided under consultant agreement in support of, and in recognition of the entirely volunteer Coalition. **This support is referred to as the Coalition Coordinator (duties are spelled out in Section VIII)**
8. Targeted community outreach will occur for individual Measure DD-funded projects during the concept design and development stages of major projects, such as Children's Fairyland, Studio One, and East Oakland Sports Complex.

V. Meetings

The Coalition will meet on a monthly, or a bi-monthly basis -- according to demand -- at convenient, accessible locations that are preferably public and preferably without cost to the Coalition **or online by Zoom**. Regular meetings of the Coalition will be publicized at least seven (7) days in advance on the website of the Coalition, and/or the Measure DD website of the City.

VI. Agenda Committee and Meeting Facilitation

Original Documents: [Agenda Committee Guidelines 3/21/16](#)

As an open, volunteer, community-based grouping, the Coalition fosters sharing the facilitation of meetings among Coalition participants. Toward this objective, the Coalition will annually select two or three participants to function as an Agenda Committee.

1. The Agenda Committee will be formally selected each year at the Coalition's March meeting. The outgoing and incoming Agenda Committees will coordinate together to prepare the agenda for the May meeting, and the incoming Committee will assume its duties beginning with the May meeting. Volunteers or nominations for the Agenda Committee may be offered at the preceding January meeting.
2. The Agenda Committee, in interaction with the Coalition Coordinator and the Measure DD Program Manager, shall compile and prepare an agenda, which shall be available to the Coalition and the public on the website of the Coalition and/or the Measure DD website of the City at least three (3) days in advance of each scheduled Coalition meeting.
3. The Agenda Committee will determine a Facilitator for each Coalition meeting. **Generally, this will be an Agenda Committee member.**
4. The Agenda Committee, then serving, shall be the designated spokesperson(s) and public representative(s) of the Coalition.
5. The Agenda Committee will make recommendations to the Coalition for selection and authorization of Committees and Task Forces to carry out specific business to serve the collective interests or desires of the Coalition.

VII. Decision-Making

As an open volunteer grouping, "consensus" is the preferred method of decision-making.

1. Upon conclusion of discussion on a matter needing a decision, the Facilitator will ask if there is opposition to the expressed position on the matter. If no objection, the matter is announced as approved "by consensus," and becomes the collective position of the Coalition. "Abstentions" do not nullify a consensus.
2. If one or more "objections" are expressed, the Facilitator will ask the reason for the objection. After hearing one speaker in response to each expressed objection, the Facilitator will again ask if there is still opposition to the expressed position on the matter. If no objection, the matter as

announced is approved "by consensus," and becomes the collective position of the Coalition.

3. If after hearing responses to the objection, and there is still opposition, the Facilitator will call for a vote. A 75% vote is required. If the required vote is received, the matter is approved "by super-majority" and becomes the collective position of the Coalition. Less than a 75% vote, the matter fails and is removed as a matter of interest of the Coalition.

4. Any one agenda committee member can ask for a deferral of the vote. For instance — in the case of "packing" where it is perceived that people have only shown up to the meeting in order to vote, an agenda committee member might ask for a deferral.

5. Votes should be held within the original stated hours of the meeting. If possible, the vote should be announced ahead of the meeting (either in the prior meeting, or in an email leading up to the meeting).

VIII. Duties of the Coalition Coordinator

The Coalition Coordinator **will be** a third party organization, whose roles and responsibilities are determined by contract with Oakland Public Works. These duties include:

(1) record, distribute, and archive minutes of scheduled Coalition meetings;

(2) record and track attendance of Measure DD meetings;

(3) arrange for an annual calendar of meetings, and for meeting venues;

(4) develop and maintain the [website of the Coalition](#);

(5) track and remind meeting participants of assignments and actions for follow up as determined during each meeting;

(6) organize and archive on the website: communications, reports, and items of direct relevance to the Coalition.