

Stone Curves Governance

Purpose of this document

This documents sets out our updated governance structure. It represents a synthesis of the best features of previous governance systems. Although it is intended to communicate the essential features of our governance, it is not guaranteed to be complete. Additional community agreements have been made, and their absence from this document does not invalidate them unless they were specifically superseded by the governance structure described below.

The following pages will:

- Describe the duties of our six maintenance teams that oversee the work of the community and provide them with clear mandates.
- Provide clear definition of money-spending authority.
- Define the Stone Curves workshare program.
- Describe how proposals are generated and evaluated by the community.
- Provide specific job descriptions for critical leadership roles.

Board of Directors/Officers

The following officers are elected annually:

- President
- Vice-President
- Secretary
- Treasurer

The Treasurer serves on the Finance and Legal Team, but no other officers are required to be part of any specific team or hold or other specific Jobs. Finance and Legal team and only limited autonomy regarding budgetary matters; major budgetary decisions continue to be subject to all-community consensus.

Maintenance Teams

The following six teams are responsible for maintaining the community's physical infrastructure, its fiscal health, and its social fabric:

- Infrastructure Team
- CHIC Team
- Green Team
- Pool Team
- Finance & Legal Team
- Membership Team

In addition to the maintenance teams, temporary teams (e.g. Workshop Building Team) may be created and given a mandate by community consensus.

Each maintenance team has a specific set of responsibilities, set forth in Appendix A. This mandate specifies the duties of the team, its authority to spend money, request work-credit hours, and other parameters under which it must act. The general qualities of a team are as follows:

Decision-making power

The community entrusts certain decision-making power to the teams, thereby reducing the number of items that will come up for full-community consensus. Specifically, teams may make practical decisions on matters that fall within the scope of their mandate and are necessary for the team to carry out its business. Such decision do not include matters that would substantially alter existing policies, facilities, or values, or anything that teams might reasonably believe would be controversial in the community.

Team point people

Each maintenance team has one or two point people. Community members nominate themselves for these positions. One point person is considered adequate for each team unless the volunteers for that position specifically request a co-point person. If more than two people volunteer to be point people for a team, a maximum of two shall be selected by the Job Coordinators. If no volunteers can be found to be point people for a team, it is concluded that there is insufficient community energy behind that team, and it will cease to exist until such time as volunteers step forward to lead. In such a case, the nonexistent team's mandate would continue to be handled via the job share program alone, and its spending authority would remain with the finance team or other individuals who currently have authority for those line items.

Team meetings

Duration and frequency of team meetings will be as decided by the individual team. All community members are welcome to participate in any team meeting regardless of whether they are frequent participants in that team (however, see Work Credit, below). Teams are expected to be responsive to any input offered by any community member, as well as to notify the entire community about agenda items that might reasonably be expected to be controversial and/or questionably within the team's mandate.

Money-spending authority

The team mandates (appendix A) give teams authority to spend money for certain purposes within certain limits. Teams will have among their membership individuals who have been designed with line item authority. Individuals with line item authority may also delegate more specific spending authority to other team members, provided that Finance & Legal Team is informed of those acts of delegation.

Community Meetings

Quarterly community meetings will take place on the third Sunday of the Months of January, April, July and October. At community meetings, proposals are evaluated and decisions made by consensus. Although community meetings are required to be held just four times a year, Process Coordinators may call additional meetings to evaluate proposals, if volume and/or time-sensitivity of proposals so requires.

Town Hall meetings may be called by any community member to discuss issues involving the community. Town Hall meetings have no set agenda or decision-making authority.

Decision-Making Process

Proposals to be evaluated at community meetings may come from any one of several sources, including individuals, village, and any ad hoc groups of individuals. In addition to these sources, generating and refining new ideas are coordinated by a pair of individuals known as Creative Coordinators, who shall hold open monthly meetings to discuss community issues that are still in the brainstorming stage. Unlike community decision making meetings, meetings run by Creative Coordinators, may have no agenda or an agenda consisting only of topics, since the purpose of such meetings is to identify community concerns and determine what courses of action (proposals) might address them. The Creative Coordinators are expected to help other individuals and groups (as requested) to draft their ideas in the form of a complete proposal that can be submitted to the Process Coordinators for evaluation by the community.

The Process Coordinators and the Creative Coordinators are tasked with (1) the initial work of generating ideas and drafting proposals for projects that deviate from the routine work of community maintenance, and for (2) guiding review and community approval for these proposals.

Process Coordinators are responsible for receiving proposals and reviewing them for completeness, setting and publishing agendas, scheduling and facilitating community meetings (or arranging for their facilitation by others), publishing community meeting minutes, and communicating with Village Reps and Creative Coordinators.

In addition to putting proposals on the agenda for community meetings, Process Coordinators also distribute them to Village Reps, who solicit input at the village level prior to community meetings if timelines permit. Village Reps should help Village members communicate any concerns to the community. See Appendix B for job duties of Village Reps.

If the Process Coordinators receive a proposal that they believe to be relatively non-controversial, they may place it on the “consent agenda” of the upcoming community meeting. Any item on the consent agenda will only be discussed if one or more community members have objections or believe it requires discussion. If the Process Coordinators receive no notice of any objections to an item on the consent agenda by the beginning of the meeting, that item will be automatically passed without discussion.

Money-spending authority

The team mandates (Appendix A) give teams authority to spend money for certain purposes within certain limits. Teams will have among their membership individuals who have been designated with line item authority. Individuals with line item authority may also delegate more specific spending authority to other team members, provided that Finance & Legal Team is informed of those acts of delegation.

Proposal Format

To be considered a valid proposal that can be considered at a community meeting, a proposal must list what is to be done, when and where it will be done who will do it, what it will cost (if

anything), and how it is to be funded. Mere submission of a topic is not a proposal. The proposal must be specific enough for community members to make an informed decision about whether they have concerns that would justify attending a meeting. If the proposal necessarily involves details not spelled out in the proposal itself, it must provide for another means for those details to be decided (e.g., delegation of limited decision-making authority to a specific body).

In the course of considering a proposal at a community meeting, the community may modify the proposal to address concerns. Minor changes can be approved at the same meeting, but if a proposal has been modified to the extent that the modifications are likely to be considered unexpected or controversial, the revised proposal must be submitted to the community for approval at the next meeting. Such a meeting is no longer considered an appropriate venue to air new concerns that do not pertain to the modifications.

Appendix A: Maintenance Teams' Mandates

Infrastructure Team

The duties of the Infrastructure Team are to:

- Ensure that community infrastructure is maintained in a fiscally responsible manner. Infrastructure under this team's jurisdiction includes building exteriors; roof; parking lots; carports; perimeter walls, fences, and gates; utilities; fire safety systems; and common house appliances, plumbing, doors, and similar items. Additionally, any maintenance item not obviously within the scope of another team will default to being the responsibility of the Infrastructure Team.
- Respond to emergency maintenance issues and vandalism, providing community with two weeks' notice of intended action where possible.
- Evaluate the feasibility of performing maintenance work ourselves versus hiring professional labor.
- Get bids for professional work, evaluate competing bids, and select best contractor. Contractors are to be licensed and bonded through the Registrar of Contractors; Infrastructure Team shall verify licensure through the ROC website.
- Coordinate and oversee professional work.
- Coordinate and oversee community sweat equity labor on maintenance tasks.
- Estimate community labor necessary for maintenance tasks that will be done ourselves and provide Job Coordinators with a monthly list of work hours needed, including time spent on coordination activities.
- Research toxicity and environmental friendliness of products used, and choose less toxic/more environmentally friendly options whenever feasible.
- Prioritize sweat equity over professional services as a means of accomplishing maintenance whenever necessary skills are present or learnable and manpower can reasonably be mobilized.
- Communicate budgetary needs to Finance Team in time for preparation of annual budget..
- Work with Finance Team whenever spending from reserve accounts is necessary.
- Be responsible to any input offered by any community member concerning team's activities.
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.
- Coordinate activities of the Architectural Review Board in accordance with existing ARB procedures.

Spending Authority for the Infrastructure Team is:

- All operating budget line items related to Maintenance items listed in the above list of duties.
- Spending from reserve accounts, in keeping with current Reserve Study timelines.

Common House Interior Committee (CHIC) Team

The duties of CHOC are to:

- Maintain interior furnishings of common house, including furniture, kitchen equipment other an appliances, library books, toys, and other contents of rooms.
- Coordinate weekly and bimonthly deep cleaning of common house.

- Lock up common house at night and unlock in the morning.
- Coordinate rotating art shows
- Purchase pantry items, laundry soap, and other common house supplies, selecting environmentally friendly options whenever feasible.
- Take reservations for guest rooms.
- Maintain office computer systems.
- Research toxicity and environmental friendliness of products used, and choose less toxic/more environmentally friendly options whenever feasible.
- Coordinate any professional service (window cleaning, carpet cleaning, etc.) required for the common house
- Communicate budgetary needs to Finance Team in time for preparation of annual budget.
- Communicate job coordinators the number of house needed for all common house maintenance tasks and the months in which they are needed.
- Be responsive to any input offered by any community member concerning team's activities
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.

Spending Authority for CHIC is:

Budget line items related to cleaning, common house supplies and professional services.

Replacement of common house items lost to theft as authorized by the community.

Green Team

The duties of the Green Team are to:

- Maintain landscape in healthy and attractive condition according to permacultural principles, including pruning trees, pulling weeds, picking up trash, and sweeping sidewalks.
- Maintain irrigation system, including graywater and rainwater collection systems; phase out irrigation for established plants.
- Plant, maintain, and harvest community garden, including fruit trees, and provide for distribution of produce to community members.
- Care for chickens.
- Maintain community composting operations
- Replace dead plants with species that are a part of our native plant palette.
- Maintain garden tools, wagons, wheelbarrows, tool shed, and dumpster area.
- Respond to pest problems in the landscape without use of chemical pesticides or herbicides.
- Communicate budgetary needs to Finance Team in time for preparation of annual budget
- Communicate to Job Coordinators the number of hours needed for all landscape maintenance tasks and the months in which they are needed.
- Work with the Finance Team whenever spending from reserve accounts is necessary.
- Be responsive to any input offered by any community member concerning team's activities.
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.

Spending Authority for the Green Team is:

Budget line items related to planting, irrigation, garden, chickens, and other landscape items.

Pool Team

The duties of the Pool Team are to:

- Test and maintain chemical balance in pool and spa.
- Keep pool and deck clean
- Maintain and repair pool equipment as necessary.
- Cover and uncover pool/spa with cover and solar blanket as necessary.
- Communicate budgetary needs to Finance Team in time for preparation of annual budget and ensure that requested budget will be sufficient to cover foreseeable costs, including periodic repairs which are not included in our reserve study.
- Communicate to Job Coordinators the number of hours needed for all pool maintenance tasks and the months in which they are needed.
- Work with Finance Team whenever spending from reserve accounts is necessary.
- Be responsive to any input offered by any community member concerning team's activities
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.

Spending authority of the pool team is:

Budget line items for chemicals and repair of pool equipment.

Finance & Legal Team:

The duties of the legal Team are to:

- Comply with all legal requirements of the Stone Curves COA.
- Interface with the COA's accountant and provide accountant with all necessary documents.
- Maintain insurance coverage and make recommendations about best policy options, in keeping with community agreements and values.
- Purchase CD's quarterly or as necessary to invest reserve funds and other assets.
- Reimburse members with line item spending authority or those delegated for purchases made.
- Work with bookkeeping service to complete all accounting functions and financial reporting, including Annual Compilation and State and Federal tax filing.
- Complete resale documents.
- Compile an annual budget to be submitted for community approval, taking into account budgetary requests made by all teams, facilitate the annual community meeting for budget approval.
- Communicate to Job Coordinators the number of hours needed for all finance, legal, and bookkeeping tasks.
- Be responsive to any input offered by any community member concerning team's activities.
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.

Spending Authority of the Legal Team is as follows:

Budget line items related to financial services, bills, insurance, city fees, and similar items.

Budget line items not specifically delegated to any other team or for which responsibility is uncertain.

Membership Team

The duties of the Membership Team are to:

- Maintain the social fabric of the community through the following actions:
- Make sure that all new residents are welcomed, informed of community expectations, and invited to participate in community functions.
- Maintain website, listserv, and membership directory.
- Respond to info @ stonecurves.com email.
- Give tours of the community.
- Maintain a waiting list of buyers who are in the market for a particular unit type that is not available.
- Coordinate with the meal program.
- Plan and host community social events.
- Communicate budgetary needs to Finance Team in time for preparation of annual budget.
- Communicate to Job Coordinators the number of hours needed for all membership tasks.
- Publish a community newsletter.
- Mediate conflicts between individual community members who request it.
- Be responsive to any input offered by any community member concerning team's activities.
- Notify the community about any team activity that might reasonably be expected to be controversial and/or questionably within the team's mandate.

Spending Authority for the Membership team is:
Budget line items for social expenses.

Temporary Teams

The duties of temporary teams are to:

- Carry out specific one-time project that are not considered maintenance items.

Spending Authority for temporary teams is:

- As established by the community upon approval of the relevant project.

Appendix B: Job Descriptions

The jobs described in this appendix are for a default term of one year, unless otherwise specified by the appointee. Point people, reps and coordinators may volunteer to continue their services after the first year.

Job Coordinators

The duties of Job Coordinators are to:

- Using work hour request submitted by other teams, along with past data, determine the number of work hours required from community members each month and assign jobs to each community member,
- If the total hours requested by all teams in any month exceed what can reasonably be expected of community members, work with point people from all other teams to prioritize items so that the most important community needs are met.
- Survey community members as needed to determine who is willing and able to do which jobs.
- Ensure that community members' expressed preferences are taken into account when making job assignments.
- Fill vacancies in the positions of Village Rep, Process Coordinator, and Creative Coordinator with individuals suited to these jobs,

Process Coordinators

The duties of Process Coordinators are to:

- Collect proposals submitted by individuals, Creative Coordinators, and other groups and put them on the agenda for the next scheduled quarterly community meeting.
- Place proposals that may be non-controversial on the meeting's consent agenda, and collect objections (if any) that would cause the item to be moved to the regular agenda.
- Distribute agenda items (proposal) to Village Reps in a timely manner so that Village Reps may hold village discussions prior to the community meeting.
- Call and facilitate additional community meetings for time-sensitive proposals or if volume of proposals exceeds what can be considered at the next scheduled meeting.
- Facilitate quarterly community meetings or arrange for their facilitation by others.
- Publish agendas (including complete text of proposals) at least four days in advance of meetings.
- Publish brief minutes of decisions made as well as a subjective narrative record of meetings.
- Call emergency meetings as necessary to deal with emergency issues that cannot wait until the next quarterly meeting (defined as serious threats to community members or property arising out of a new situation, not merely an new interpretation of an existing situation).

Creative Coordinators

The duties of Creative Coordinators are to:

- Hold meetings (open to all community members) to generate and consider ideas for new projects, programs and policy changes that would benefit the community.
- Draft ideas in the form of complete proposals that can be submitted to the community for evaluation and approval.

- Help other individuals and teams draft ideas in the form of complete proposals that can be submitted to the community for evaluation and approval.
- Conduct an annual review of governance and community functioning and submit any recommended changes in the form of a proposal to the community for approval.
- Draft proposals to respond to community needs arising out of situations that can't be dealt with by another team acting within its mandate.
- Request work hours from Job Coordinators for time needed for research on new proposals.

Village Representatives

The duties of a village rep are to:

- Hold village gatherings to discuss community meeting agenda items and/or any other topic.
- Determine where information collected at village gatherings needs to go (e.g., Process Coordinators, Creative Coordinators, other villages, etc.) and make sure it gets there.
- Help individuals in his/her village with communication difficulties.
- Call town hall meetings or set up any other informal venue necessary for community issues to become voiced. (Any community members may call a town hall meeting.)
- Address communications needs at Stone Curves in any manner the Village Representative sees fit.

Team Point Persons

The duties of Team Point Persons are to:

- Plan, coordinate and monitor the fulfillment of the team's mandate.
- Work with Process Coordinators to call community meetings if the team generates community meeting agenda items that need attention before the next quarterly meeting.
- Advise Job Coordinators on the number of core team members are required for their team.
- Inform Job Coordinators if any core team members do not, in fact, contribute to meetings.
- Advise Job Coordinators on the monthly number of work hours needed for all tasks that fall within the team's mandate.
- Collaborate with the Point Persons from all other teams in prioritizing community maintenance needs each month prior to the allocation of job hours for that month.

Appendix C: The Workshare Program

Workshare requirements

Each adult community member is currently required to contribute 5 hours of work time per month to the maintenance of the Stone Curves community. Members can receive work credit in a variety of ways.

- Serving as a team point person or village representative.
- Filling a community coordinator post (see descriptions for Job Coordinator, Creative Coordinator, and Process Coordinator)
- Doing work requested by any of the maintenance teams and assigned by Job Coordinators.
- Doing work assigned by the Job Coordinators
- Arranging for such assigned work to be done on the member's behalf, by means of private arrangements (hiring, trading, etc.) with other community members.
- Buying out by paying the Stone Curves COA at the rate of \$20 per hour of assigned work not completed AND informing the Job Coordinators of the member's intent to do so, so that other arrangements can be made for the completion of the task.

The number of expected work hours per month is not fixed, but may vary with the maintenance needs of the community, the number of residents, and changes the community may make to the list of tasks that fall within the workshare program.

Although Job Coordinators are expected to assign tasks based on community members' expressed preferences, community members are expected to understand that it is not always possible to accommodate everyone's top choices. Community members who are assigned tasks they do not like are still responsible for making sure the task is completed.

Exceptions

Members who will be absent for extended periods (one month or more) have no work requirement in the months they are gone, provided Job Coordinators are informed of the absence. At their discretion, Job Coordinators may also exempt individuals from the work requirement due to disability, unusual circumstances, or hardships of any sort.

Renters

The work expectation applies to all residents, including renters and housemates who will be in residence for more than a month. Landlords are responsible for informing their tenants of the expectation. If renters are not willing to perform their expected work, landlords must make other arrangements, such as the buyout option.

Enforcement

The work expectation is not legally binding, and no enforcement actions are possible. However, all community members are expected to sign off for the completion of their work each month, so that there is a public record of participation and non-participation.

Workshare and Teams coordination

Participation in a team is not mandatory. Individuals are free to take work-share assignments that do not involve team participation if they prefer to work on their own, though such individuals will be expected to take direction from and be accountable to the relevant team. However, the individuals who wish to receive work credit for participation in team meetings must sign on with the Job Coordinators as core members of a team. Core members of any team are expected to attend all team meetings and serve a minimum 6-month term if possible. Job coordinators shall track terms of core members.

Core team members may claim up to 2 hours of work credit per month for team meeting activities. This credit is capped at two hours per person in order to encourage efficient meetings. Job coordinators may also impose limits on the number of core members a team can have so that excessive time is not credited for meetings. Teams may also request additional hours from Job Coordinators for coordination tasks other than team meetings.

Individuals are free to serve on more than one team (if assigned to do so by Job Coordinators), in which case they may claim work credits separately for each team served on.

- Village Reps shall receive 2 hours of work credit per month.
- Job Coordinators, Process Coordinators, and Creative Coordinators shall receive 5 hours work credit per month.

At their discretion, Job Coordinators may modify these numbers if these jobs end up requiring a different amount of time