

Procedures for Meetings

Roles for the meetings

Three people will be involved with running each committee meeting.

- **Leader:** Runs through the agenda at beginning of meeting and reviews rules; assigns time to each item
 - At beginning of meeting agree to give each topic x minutes to reach consensus
 - If unable to reach consensus either vote or give to work group and then return to AC or ILS
- **Facilitator:** Ensures that all representatives are participating in the discussion; checks in with remote participants during meeting; reaffirms decisions.
- **Note taker:** Takes minutes; read back decisions to group for confirmation. In minutes report minority and majority viewpoints.

Other staff attending meetings

- SCLS staff should attend if they have expertise for an agenda item.
- SCLS staff not filling one of the three roles listed above should be seated away from the table. The SCLS Director will sit at the table.
- There will be a “presentation chair” for any staff playing the role of subject expert to sit at the table.

Subcommittees/workgroups

- The term “subcommittees” will be used for permanent sub-groups of any committee.
- The term “workgroups” will be used for short-term sub-groups of any committee.

Process

- Goal is to have more dialogue and more solution finding rather than debate.
- Use motions for approval of decisions. Items like reviewing minutes and adjourning do not need motions.
- Use voting after consensus building discussions with minority and majority issues expressed and recorded. Voting is used to formally record the decision.

Elections

- Elections for all committees will be handled centrally by SCLS.