STEERING COMMITTEE MEETING

BASIC ELEMENTS OF MEETING PROTOCOL

Date/Time:
Meetings will be held on [date], from [start time] to [end time], unless otherwise communicated to the team by the Facilitator. Length of meeting will be based on the content of the agenda. Meetings typically will be held in the [location] room.

Roles:
All team members will volunteer for meeting roles, with everyone sharing equally in each role.

Minutes:
The Scribe will fill out the scribe sheet (including a summary of the topic discussed, a decision/action to be taken, deadline/person responsible and action item completed during a meeting. This sheet will constitute the minutes and will be placed in the team binder at the end of each meeting, as well as in the electronic folder for the team. Minutes of the meeting are due out to members within 5 days of the meeting. Minutes of the meeting will be distributed to team members by e-mail.

Decision Making:
Decisions will usually be reached by consensus. In case of absence, members have 2 hours after receipt of the scribe notes to disagree; it is the responsibility of the person who disagrees to make sure that the Facilitator puts it on the next agenda. Decisions will be made when 51 percent or more members are present.

Meeting Cancellation:
If agenda information is not ready by the time of the meeting, the Facilitator may cancel the meeting. Communication about not being ready for the meeting must go to all members. This will allow other members to submit alternate agenda items.

Absenteeism:
When a member is not able to attend a meeting, he/she is expected to notify the Facilitator or his/her buddy.

Late Arrivals:
When members of Steering Committee arrive late, it is assumed that he/she has a reason for doing so. The Facilitator will stop the meeting progress for a few minutes to bring the member “up to speed” on the topics that have been discussed.

Visitors:
Visitors are welcome at the Steering Committee’s meetings. The Facilitator should be notified in advance if a visitor will be attending. The visitor will be provided with a meeting agenda and other materials, as appropriate.