

## Procedures for Meetings

**Roles for the meetings:** Three people will be involved with running each committee meeting.

1. **Leader:** Runs through the agenda at beginning of meeting and reviews rules; assigns time to each item
  - a. At beginning of meeting agree to give each topic x minutes to reach consensus
  - b. If unable to reach consensus either vote or give to work group and then return to AC or ILS
2. **Facilitator:** Ensures that all representatives are participating in the discussion; checks in with remote participants during meeting; reaffirms decisions.
3. **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.