

Setting up a committee:

During the first meeting you will need to vote a member of the committee to be chair of the committee.

The chair calls the meeting to order and then requests that a member is elected to take the minutes for the committee.

- While the committee does fall under open meeting law the minutes do not need to be as detailed as for a full board meeting. The goal is to capture the topics discussed and any motions that were taken by the committee.

A meeting schedule should be established. (once a month on the third Tuesday for example)

The chair would notify Sherry Hoyt of each meeting so that she can announce/post the meeting.

- Typically a week's notice is required for each meeting. In other words if you are planning to meet on Tuesday you should have the notice out about the meeting the Tuesday before.

The individual in charge of minutes should get Sherry the minutes within 5 days after the meeting so that they can be posted.

Each meeting should be called to order by the chairperson and adjourned by the committee by a motion to adjourn.

Communication via email should be limited to establishing the next meeting date, time and what needs to be on the agenda. Decisions and discussion about decisions should not be made over email.