

## Protocol for Committees

1. The Chair of the Committee controls and directs the meeting.
2. The Standard Code of Parliamentary Procedure (formerly the Sturgis Standard Code of Parliamentary Procedure by Alice Sturgis) is to be followed at all committee meetings.
3. All questions, concerns and requests from committee members go through the Chair to the appropriate board liaison.
4. The Chair is informed prior to the meeting of items or ideas that are not on the agenda but are going to be brought forward (i.e. no surprises).
5. Committee members must address organizational issues and not personal or District issues. The task of a committee is to deal with issues that impact all members.
6. All committee members should be prepared for meetings by reviewing the agenda in advance, and formulating questions for clarification to allow full participation in the meeting.
7. It is necessary to have materials in on time as specified by the Chair and Senior Management Team member prior to each meeting so that they may be included with the agenda package.
8. All eligible expense claims related to a meeting should be submitted as soon as possible thereafter and preferably within 30 days.
9. Committees should respect the provisions of the Employment Standards Act, especially with respect to the requirement for minimum 30 minutes for lunch for staff.
10. The liaison role within an Advisory committee is vital. Be certain to contact the liaison districts as directed by the Committee Chair.
11. Dates for committee meetings are established one year in advance.
12. Alcoholic beverages ordered and paid for by the board liaison will be limited to wine and beer. The cost of alcoholic beverages beyond this is the responsibility of the individual committee member.
13. Spouses who attend meals with the committee are requested to have a separate bill.
14. Cost for toner cartridge, paper and other such items needed for the fulfillment of Committee work will be reimbursed upon submission of appropriate receipts.
15. All committee members are required to sign a Confidentiality Agreement.
16. All committee members must be cognizant of the potential conflict of interest and declare such conflict.
17. Meetings may be run virtually.