

# **GWSA Implementation Advisory Committee (IAC)**

## **Guidance Document**

### **IAC Designation**

- IAC members must commit to attending the majority of IAC meetings each calendar year.
- IAC members may designate one individual per calendar year to fill in for them at IAC meetings, using the attached form. This designation is for the purposes of IAC meetings only.

### **Quorum**

- At IAC meetings, a quorum consists of 8 or more IAC members or designees.
- Outside of IAC meetings, a quorum consists of 8 or more IAC members (not designees).

### **Communications**

- Written or oral communications, including emails, regarding IAC business outside of IAC meetings between or among a quorum of IAC members are not allowed, with one exception. Such communications are allowed for purposes of distributing agendas, documents to be discussed at a meeting, or scheduling, provided that no opinions are expressed.
- Communicating in a serial manner to avoid reaching a quorum is not allowed.

### **Work Groups**

- Individual IAC members may convene meetings of smaller working groups, as long as the work groups do not constitute a quorum of the IAC.