

Implementation Council Meeting Operating Guidelines

- Council Member Expectations
 - From By Laws “Each member is expected to attend meetings and to participate in committee activities”
 - Please inform Chair and Council Staff (Wendy or Kate) if you are unable to attend a meeting.
 - Council members should expect to attend meetings in person.
 - A conference line will continue to be available; however, ideal engagement in discussion may not be feasible due to room and equipment limitations beyond the Council’s control.
 - Prior to each meeting members should inform the Chair and/or Council staff if they plan to call into the meeting so staff may ensure members have all necessary documents prior to the meeting.
 - Meeting Minutes
 - Meeting minutes will be reviewed for approval at the start of each meeting. This action requires a vote.
 - Voting
 - Council members are expected to make a selection for each motion brought forth by the Council (Aye, Nah, or Abstain).
 - All votes will be recorded.
- Meeting Procedures
 - The Chair will review the agenda at the start of the meeting to reach agreement on the expected outcomes of the meeting. The agenda will also be shared in advance of each meeting for members to comment on prior to finalization.
 - The Chair will recognize members to speak
 - Members should raise their hand or state their name (for those on the phone) in order to be recognized
 - There will be time for audience participation during the meeting, at the discretion of the Chair. The Chair will recognize members of the audience for time-limited discussion after all Council members have had the opportunity to participate in the discussion.