

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.

Remote Participation

- Although attendance at IAC meetings is strongly encouraged, on June 26, 2018, the IAC voted to allow remote participation by telephone. IAC members or their designees may participate in IAC meetings by telephone only if physical attendance is unreasonably difficult.
- IAC members (or designees) must notify the chair at least one week in advance and provide the reason for remote participation. A quorum of the IAC, including the chair, must be physically present at the meeting. If anyone is participating by telephone, the chair must announce their names at the meeting and their names must be recorded in the meeting minutes. All votes must be by roll call.