

Model Protocols for Planning Council Standing Committees

General Policies and Procedures for Committees

[Note: Some of these may not apply to a particular committee, but they are the starting point for individual committee policies and procedures.]

Protocols and Plans: Expectations of Committees, 20XX:

1. The model Protocols will be reviewed, revised as needed, and adopted as a framework by the Planning Council. Then each committee will review the protocols.
2. Each committee will identify and make changes in the protocols required for that committee, and develop any additional protocols required to describe and regularize the procedures for that committee. By the end of _____ 20XX, each committee will complete its protocols and provide them to the [Committee responsible for policies and procedures, Bylaws, etc.]
3. The Bylaws Committee will review all individual committee protocols to be sure they are consistent with Bylaws and general committee protocols. The revised protocols will be reviewed and approved by the Executive Committee and Planning Council by _____ 20XX, to be fully in place [by X date or for the beginning of the new program year beginning March 1, 20XX].
4. Each Committee will complete a written annual or multi-year plan that reflects these protocols and describes how and when it will complete its legislative and other roles and responsibilities. The plans will use a consistent format to be provided by the Planning Council, and will be completed by _____ 20XX.
5. The Planning Council Support staff (PCS) and the Chair and Vice Chair[Co-Chair] will review all committee plans and key dates, and integrate them into a Planning Council calendar. The calendar will go to the Planning Council for approval by _____ 20XX, to be in place for the new program year. This plan will be integrated with the recipient's plan to create an EMA calendar for the year.
6. Each committee member will receive a copy of the committee plan and timeline, and it will be used in the orientation of new committee members.
7. In future years, committees will review their protocols and prepare their plans on the same schedule, so the Planning Council will begin each year with an approved plan and timeline for each committee and a calendar for the entire Planning Council and EMA.

Committee Protocols:

1. **Committee Participation:** All Planning Council (PC) members are required to participate as active members of at least one standing committee, and must meet attendance requirements

as specified in the bylaws. Members may choose to be members of other committees, but must meet attendance requirements for every committee they choose to join.

2. **Committee Membership:** Committee membership for Planning Council members will be determined by the Planning Council Chair pursuant to the Bylaws, and will consider their committee preferences. Committee members who are not Planning Council members will be recruited by the Committee under the leadership of its Chair, who may request assistance from the Membership Committee. The Committee Chair will bring the names of non-Planning Council members to the Executive Committee and full Planning Council for approval.
3. **Committee Leadership:** All standing committees will have a Chair and Vice Chair appointed by the Planning Council Chair. If the committee has a Vice Chair who is not a Planning Council member, then it will also have a Vice Chair [Co-Chair] who is a Planning Council member. Whenever a Committee Chair is not available, staff and Planning Council members are expected to consult with the Vice Chair [Co-Chair], who is responsible for taking necessary action on behalf of the Chair so that the committee functions efficiently, and for maintaining communications with the Chair in such situations. Whenever a Committee Chair is unable to attend an Executive Committee or Planning Council meeting, the Vice Chair [Co-Chair] will attend and make the Committee's report. Committee Chairs are encouraged to share leadership with their Vice Chairs [Co-Chair] in order to facilitate Planning Council leadership succession.
4. **Leadership Communications:** All official communications related to committee leadership activities will be sent by e-mail to both the Chair and Vice Chair [Co-Chair], the Planning Council Chair, the Planning Council Vice Chair [Co-Chair], and the staff member responsible for that committee.
5. **Committee Member Orientation:** Every new committee member will receive a personal orientation from the Committee Chair and/or Vice Chair [Co-Chair] and the assigned Planning Council Support staff member. This orientation will be provided to a group of new members or individually to a single new member, and will always be provided within one month after the individual becomes a committee member. The orientation will, at a minimum, include information on:
 - The purposes and responsibilities of that committee as specified in the Bylaws
 - Its protocols for operation
 - Its annual plan and timeline
 - Its meeting schedule
 - How it relates to other committees
 - Any special committee processes and procedures (such as the Open Nominations Process for the Membership Committee, and the Priority Setting and Resource Allocation Procedures for the Priority Setting and Resource Allocation Committee)
 - How to analyze typical materials or reports used by the committee (for example, the cost and utilization reports from the recipient that are reviewed by the _____ Committee).

6. **Staffing:** Each committee will be staffed by a member of PCS. When that staff member is not available, another staff member will support the work of the committee. Staff support will include the following:
 - Handling logistics for meetings – sending out notices, e-mailing materials for review prior to meetings, arranging locations, setting up communications equipment so members can connect by telephone
 - Working with the Committee Chair and/or Vice Chair [Co-Chair] to ensure an informative agenda for each meeting that provides information on both topics and focus areas, as well as action items and deadlines
 - Helping to prepare content materials needed for meetings
 - Keeping attendance – receiving RSVPs from committee members and recording excused absences, informing the Chair and Vice Chair [Co-Chair] as soon as possible if there may not be a quorum, documenting excused and unexcused absences as part of the minutes
 - Taking and preparing the minutes, for review and approval by the Chair
 - Maintaining committee records
 - Assisting with new committee member orientation
 - Providing additional support to meet other needs that may arise
7. **Meetings:** Each committee will meet at an agreed-upon time each month, unless the Chair and Vice Chair [Co-Chair] agree with the assigned PCS member that a meeting is not needed. Committee meeting dates and times will be reviewed annually and adjusted as needed. Committees whose members include a high proportion of consumers or affected community members will meet in the evening or on weekends as appropriate. Meeting locations will be accessible to individuals with disabilities.
8. **Meeting Notice:** Meeting announcements for committees will be sent out by e-mail by PC Support staff at least one week before the meeting. Meeting dates, times, and locations for committees will be posted on the Planning Council website.
9. **Meeting Planning and Materials:** Staff will communicate with the Committee Chair at least one week before the meeting to agree on an agenda and determine what materials are to be sent out ahead. The agenda, prior meeting minutes, and other pertinent materials for each committee's meetings – as agreed upon by the Chair and the assigned PCS member – will be sent out at least 48 hours before the meeting, by e-mail. Staff will communicate with the Committee Chair at least 24 hours before the meeting to review arrangements and RSVPs for attendance. Each Committee Chair is expected to make him/herself available for such communications with staff, or to arrange for the Vice Chair [Co-Chair] to participate on his/her behalf.
10. **Quorum:** The quorum for a committee will be a majority of current membership. Committees may hold discussions without a quorum, but may not act to make formal recommendations to the Executive Committee or Planning Council.
11. **RSVPs:** Committee members are expected to RSVP for committee meetings, indicating whether or not they can attend, or if they will need to connect by conference telephone. Except in case of unpredictable events/emergencies, committee members are expected to

RSVP at least 48 hours before the committee meeting. Staff will immediately inform the Committee Chair if it appears there may not be a quorum for the meeting.

12. **Remote Connection:** Members are permitted to connect remotely to committee meetings. Except for unpredictable situations, members are expected to let staff know at least 48 hours before the committee meeting if they plan to connect remotely. PCS will then ensure that appropriate remote connections.
13. **Committee Procedures:** Committees will conduct their meetings as prescribed in the Bylaws [and in the State's Open Meetings Law]. All meetings will be open to the public, except Membership Committee meetings at which nominees are discussed, or other meetings or segments of meetings at which personal/medical or personnel information is discussed. The committee may go into executive session for such discussions. The Committee Chair will ensure that meetings follow established procedures and are conducted in an orderly manner. Committee meetings that are primarily working sessions will be run informally, with decisions made by consensus. The Committee Chair will decide when to use *Robert's Rules of Order* and formal motions. [OR Committee meetings will be run using *Robert's Rules of Order*.]
14. **Minutes:** Minutes will be prepared by staff, reviewed and approved by the Chair (or, in his/her absence, the Vice Chair [Co-Chair]), and sent out before the next meeting. Minutes – or a summary of main points of discussion and recommendations or action items – will be available for informing PCS about key items for discussion and action items to include in the Executive Committee and Planning Council agendas. The Chair or Vice Chair [Co-Chair] will also have this information available for making the committee report at Executive Committee and Planning Council meetings. Minutes will use a consistent format and level of detail for all committees and should always include:
 - Attendance at this meeting, including excused and unexcused absences
 - Chart of committee member attendance for the entire program year
 - Major topics of discussion, with a brief, usually bulleted summary of discussion and action items related to each agenda item
 - Recommendations and action items for the PC