

## **Guidelines for Committee Operations**

1. With committee input, Chair drafts an Agenda.
2. A specific time allotment is assigned to each agenda item.
3. Agenda items are listed in priority order.
4. Suggest labeling items as either an *Information*, *Discussion* or *Action* item, so committee and audience know which items are potential voting issues.
5. Committee members view and approve agenda by email prior to meeting, with recommended input from industry liaisons.
6. Committee chair should put a deadline for response to agenda from committee members.
7. Agenda must be sent to group Facilitator and AAPFCO Secretary 60 days prior to meeting.
8. Time allocation for Report Only events must also be sent to Facilitator and AAPFCO Secretary 60 days prior to meeting.
9. Chair assigns someone to capture detailed minutes for their committee meeting.
10. Suggest that Chair assigns someone to work laptop (i.e. capture changes to working documents), if necessary.
11. Should time expire before completing an agenda item, committee should decide to move continued discussion to next meeting or take action on existing information.
12. Suggest key stakeholders be added to working group that will resolve protracted issues and present to full committee at next meeting.
13. At the end of the agenda, some items should be reserved for introducing any new agenda items or for continued discussion of any previously unresolved agenda items, if possible.
14. The Chair or their designee will prepare a report for the Facilitator to present at the joint AAPFCO/TFI meeting.

## **Guidelines for Group Facilitators**

1. To ensure continuity and source of facilitators, the following schedule is recommended:
  - Administrative Group: *First Term Director*
  - Communications Group: *Second Term Director*
  - Model Documents Group: *President Elect*
  - Laboratory Group: *Third Term Director*
2. Group facilitator reviews proposed agenda with chair.
3. Coordinates agendas for group meeting.
4. Works with meeting planners and chairs to determine equipment needs, room size, time allotment, etc.
5. Assists chair with coordination of activities, including time-keeping, determining audience speaking order, keeping on schedule, appropriate action for disputed items, etc.
6. As allocated time approaches limit, group facilitator provides a warning to chair and committee members to wrap up discussion.
7. If facilitator is a chair of one of the group committees, then the facilitator assigns a temporary facilitator during committee meeting (e.g. Vice-Chair).
8. Gives group report to executive board and at the joint AAPFCO/TFI meeting.