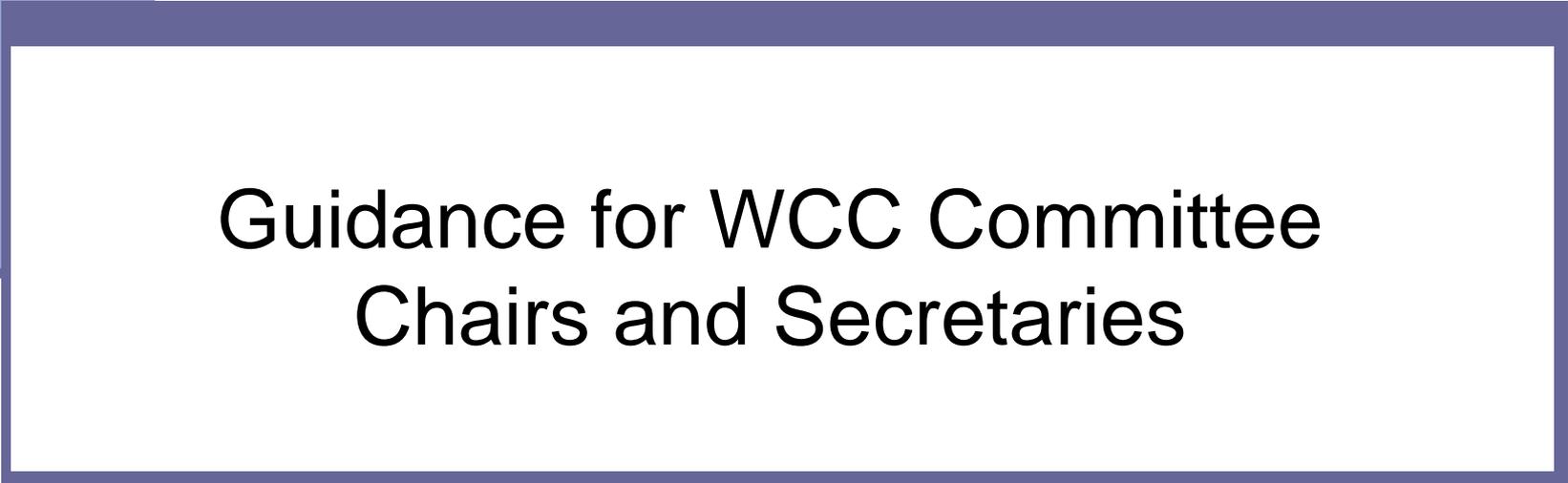




Roles and Responsibilities



Guidance for WCC Committee
Chairs and Secretaries

WCC Code of Procedures – VII

I. Responsibilities of Advisory Committee Chair(s), Vice-Chair(s), Secretary and Mentors

- Work together with the assigned DNR Liaison to set the meeting date, committee goals and agenda for the meeting.
- Provide the Congress Liaison with the meeting date and items for the agenda at least 45 days prior to the meeting.
- Provide the meeting minutes in the sample format and committee questions to the Congress Liaison within 14 days after the meeting.
- The Congress Liaison shall provide a sample agenda and sample minute format for the advisory committee chair.

Determine Committee Meeting Date

- June: Executive Committee selects committee membership and assignments are sent in July
- July: Meeting dates are discussed and finalized
 - Meetings will occur between the end of August and the middle of December, with the exception of the Awards Committee, which is held in March.
 - The Executive Council urges the scheduling of meetings on Saturdays in order to make the most of the WCC operating budget.
 - Meeting locations should be centrally located unless a site tour is incorporated.
 - Flexibility will allow the WCC Liaison to locate a low or no cost facility.

Create Meeting Agenda

- As early as possible, begin working with the WCC Executive Committee, WCC Liaison, and your DNR Committee Liaison to create an agenda.
- C.O.P. requires a 30-day notice for study committee meetings.
- Review resolutions assigned to your committee (via website or Convention Book).
- Committee agendas can be modified up to 48 hours prior to the meeting.



Meeting Protocol



- All meetings shall be run in accordance with ***Robert's Revised Rules of Order.***
- Congress meetings are open to the public and everyone in attendance should be identified prior to conducting business.
 - Members of the public wishing to address the committee should contact the chair in advance of the meeting. The chair may limit the time allotted for public comments.
 - It is the responsibility of the committee secretary to conduct the roll call and keep accurate records of those in attendance and those absent (excused or unexcused).
- Only items noticed on the agenda may be acted on by the committee. An item not on the agenda can be discussed, but not formally acted on.

Citizen Resolutions



- A citizen resolution forwarded to a committee by the Rules and Resolutions Committee must be acted on (read, discussed, and voted on) by the committee.
- The committee chair may combine similar resolutions.
- The committee secretary must record the details of the discussion and the rationale for the decision (if the resolution was advanced, returned to the author, or tabled).
- The committee chair is responsible for assuring that the reasons for an action are clear and that adequate discussion takes place.

Citizen Resolution (continued)

- The committee chair or secretary is responsible for contacting the author(s) of each resolution and notifying them of the disposition of the resolution.
- The committee chair and/or secretary are responsible for rewriting the citizen resolution(s) into questionnaire format and forwarding the question to the Congress Liaison.



Citizen Resolutions (continued)

- Committee chairs not on the Executive Council will be invited to the January Executive Council meeting to present the proposed advisory question(s) that originated from their committee.
 - Committee chairs unable to attend the Executive Council meeting should make arrangements for the committee secretary to attend and present the question(s).
 - Committee chairs and secretaries that are also Executive Councilors should be prepared to introduce their committee's question(s).



Citizen Resolutions (continued)

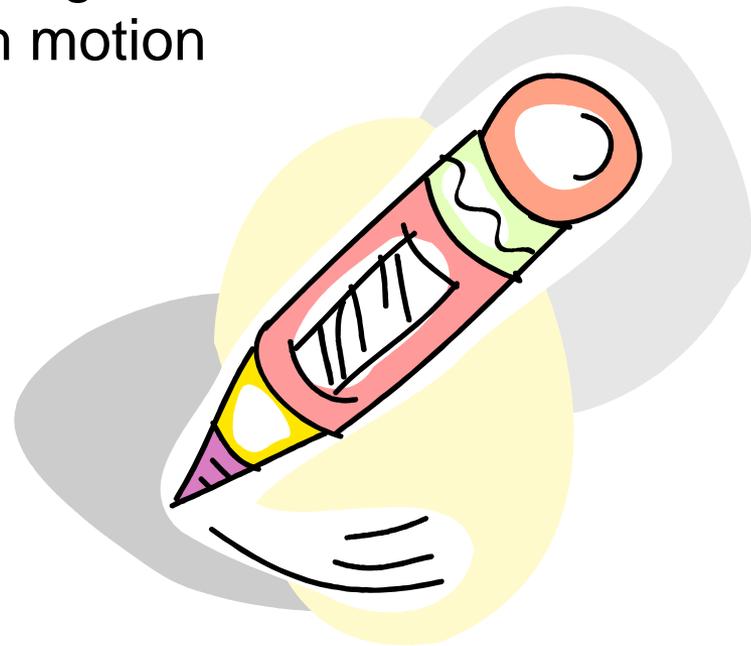
- If a resolution is assigned to more than one committee, it is the responsibility of the committee chairs to make every effort to draft ONE advisory question acceptable to both committees.
 - If consensus cannot be reached, two questions should be submitted to the Executive Council for consideration.
- If a committee chair decides to discuss a resolution not assigned to that committee, it is the responsibility of that chair to communicate the committee's position on the resolution to the study committee that the resolution was originally assigned.

Meeting Minutes

- It is the responsibility of the committee secretary to take meeting minutes in accordance with ***Robert's Rules of Order***:
 - Name of the Committee
 - Date, location, and time meeting was called to order
 - Attendance; including who was present , absent, and whether or not the absence was excused
 - List of DNR employees and members of the public present at the meeting
 - Brief summary of informational presentation and copies of all pertinent handouts

Meeting Minutes (continued)

- List of all motions, including the exact wording of the motion, the name of the originator of the moment, the name of the seconder, any amendments to the motion, a record of the vote (pass/ fail), and any amendments
- A summary of the highlights of the discussion should be included with each motion
- Time of adjournment



Meeting Minutes (continued)

- Committee minutes must be reviewed and approved by the committee chair.
- Chair approved minutes must be submitted to the Congress Liaison no later than 3 weeks following the meeting.
 - Expense reimbursement for committee members **will not** be processed until the minutes have been approved and submitted.

