



Operating Procedures/Rules for Meetings Broad Issue Areas Small Group Worksheet

The purpose of this exercise is to ensure that several regional council members have read and discussed each section of the Operating Procedures and Rules for Meetings in-depth. The two companion documents to the MOA describe how the regional council will conduct its work over the next year; it is critical that the group as a whole understand how they will function and the roles respective members will play. Each work group should carefully read and then discuss the sections assigned to them below. Specifically, each group should address the following questions:

- 1. Can you see these provisions working as this regional council conducts its business?**
- 2. Is there anything in the sections you read and discussed that causes you concern or that you cannot envision working well?**

At the conclusion of the discussion, one member of your small group should be prepared to relate the group's responses to these two questions to the larger group. If there are sections on which you have concerns, you may make recommended changes to the larger group. However, you must be able to explain clearly how the recommended change would improve the process for this regional council while allowing it to achieve its goal of completing a plan and not affecting coordination with other councils.

Work Group #1: Operating Procedures - Council Leadership – Section IV, including General Powers, Number and Qualifications, The Chair of the Council, the Vice Chair of the Council, and Selection of Chair and Vice Chair.

Work Group #2: Operating Procedures - Meetings and Governance, Section VI, part one, including Regular Meetings, Other Meetings, Open Meetings, and Meeting Summaries.

Work Group #3: Operating Procedures - Meetings and Governance, Section VI, part two, including Quorum, Subcommittees, Presumption of Assent, Resignation of Chairp, Vice Chair and Members, Participation by Non-Members and Amendments.

Work Group #4: Rules for Meetings – Purpose of rules, Meeting Roles, Communications and Meeting agenda and summaries

Work Group #5: Rules of Conduct - Discussion of Issues, Public Notice and Comment, and Ending the Meeting