

Committee Working Groups Guidelines

Working groups are initiated with a view to complete their tasks within a committee's annual term.

Purpose

The role of working groups is to develop and evaluate options on specific issues and make recommendations for the committee's consideration.

Meeting

- Working groups meet informally outside of regularly scheduled monthly committee meetings.
- Meetings may be held in-person and/or electronically (i.e.: video or telephone conference).

Process

- Working groups will be formed at the earliest possible committee meeting at the beginning of each term (March or April) and will be assigned their areas of focus in alignment with the Council-approved committee work plan.

Records, Decision Making, and Formulating Recommendations

Working groups are expected to build toward consensus in formulating and evaluating recommendations made to the committee.

Working groups shall:

- Record date, time, place, and summary of their meeting activities for submission to the committee;
- Conduct discussions and research in order to devise solutions and evaluate alternatives for issues under consideration;
- Consider the ideas and contributions of all assigned working group members;
- Outline options and make recommendations for committee consideration; and
- Not move forward with any action items without first receiving direction from the committee by way of a majority vote of the committee held during a formal meeting of the committee.

Records

Individually, working groups must self-record items discussed at their informal meetings and prepare a written summary report to the committee semi-monthly for committees that meet monthly and at each meeting for committees that meet quarterly. A verbal report must be provided at those monthly committee meetings where a written summary is not required.

All email communications among members involved in working group matters should be copied to the committee chair and staff liaison.