

ONE-PS Board and Committee Meeting Checklist

Following is a brief checklist summarizing the standards for all ONE-PS meetings; see ONE-PS Board and Committee Charter for more detail.

Notification requirements (times are prior to start of meeting)

	Board or Standing Committee Regular Meeting	Board or Standing Committee Special Meeting	Executive Committee
Call the meeting; set date, time and place	*	Four days**	Two days**
Distribute agenda and supporting materials with link to ONE-PS website	72 hours	48 hours	24 hours

* *The notice of regular meetings of the Board and of Standing Committees is posted at the beginning of the year.*

** *A brief statement of the business of the meeting is required for special Board meetings and all Executive Committee meetings, and is strongly suggested for special Standing Committee meetings.*

Rules for Board and All Committees:

- Meetings must be in locations accessible to the public
- Every agenda must state that the public may attend and provide public comment
- Member participation by conference telephone or electronic video screen is permitted
- Easily readable minutes of each meeting must be posted (preferably within a week) to the appropriate online Committee, Board and Membership meeting folders
- Meetings are conducted in accordance with Robert's Rules and the Standards of Conduct

Additional rules specific to Standing Committees:

- Chair/Co-Chair of committee, or designee, attends and reports at each Board and Membership meeting
- A summary report of the committee's previous year's activities is submitted to ONE-PS Chairperson and Secretary no later than January 31.

Annual Requirements (At beginning of calendar year):

- Post a schedule of the date, time and place of all regular Board and Standing Committee meetings
- ONE-PS Chairperson: appoint the Chair or Co-Chairs of each Standing Committee; serve on all Standing Committees as ex officio member with voting rights.
- Chair or Co-Chairs of each Standing Committee: appoint or reappoint other Standing Committee members.

Subcommittees, task forces and work groups follow the rules applicable to Standing Committees, to the extent practical.