



<b>Section:</b>	2. Meetings
<b>Subpart:</b>	2.4. Management
<b>Policy No.:</b>	2.4.1.
<b>Title:</b>	Committee Work Session Protocol
<b>Effective:</b>	January 2010
<b>Revised:</b>	N/A

## Committee Work Session Protocol

**Purpose:** Establish protocol whereby a committee can receive input from observers during work sessions in an appropriate manner.

**Background:** NCWM standing committees have historically refrained from accepting comments from observers during their committee work sessions at Interim and Annual Meetings. The rationale has been that all meeting attendees should benefit from stakeholder input during open hearings.

However, there are times when an observer could offer technical clarifications that would make the committee's work session more productive and their decisions more informed. Past policy has made observers hesitant to raise their hand because perception exists that it is bad form. Likewise, committee chairs have been hesitant to call on observers for assistance.

The Board of Directors has determined it necessary to provide clear policy that would enable standing committees to accept input from observers in an appropriate manner during these work sessions as a means of making the committee work more efficient without circumventing due process.

### Policy:

1. Committee Chairs may accept contributions of technical clarification only from observers during their work sessions.
2. Observers shall only provide input when specifically requested by the Committee Chair. Observers shall not dominate discussions, restate positions from the open hearings, or provide new positions.
3. Committees shall communicate any new information received during work sessions in their addendums so other attendees have opportunity to respond.
4. For consistency, the following prepared statement shall be read out loud by the Committee Chair at the beginning of each work session and throughout as deemed necessary.

"This is a Work Session of the Standing Committee. Observers who wish to contribute technical clarification to assist the Committee's decision process shall raise their hand to be recognized by the Committee Chair. No opinions or positions will be heard from observers during the work session and should be stated publicly during open hearings."