



Section:	2. Meetings
Subpart:	2.4. Management
Policy No.:	2.4.4.
Title:	Committee Work Schedules
Effective:	January 2008
Revised:	August 2014

Committee Work Schedules

Purpose: Create a policy that clearly defines the duties and work schedules of NCWM standing Committees during the course of Annual Meetings.

Background: It is necessary that committees adhere to a strict schedule at Annual Meetings to meet the needs of the organization and its members. Many individuals and companies invest to attend and participate. Committees must be conscientious of the weekly schedule including work sessions, open hearings, and publication deadlines. This policy provides that guidance.

Policy:

Times are listed in the Annual Meeting Brochure, *NCWM Publication 16*. Room assignments will be posted on-site as well as in the *NCWM Publication 16* provided at registration.

A. Prior to Annual Meeting – Committee Technical Advisors and Chairs

1. Any material that a Standing Committee plans to add as part of its Addendum Sheets, including appendices, reports or other multi-page segments, should be completed and reproduced prior to the Annual Meeting.
2. Make 200 copies of any document using the color-coding shown in the printing schedule. This will save time and printing costs and reduce the workload during the Annual Meeting.
3. Update all report items with the latest data as an electronic file. The NCWM standard is to use Microsoft Office Word with the font Times New Roman 10 pt – proportional spacing.
4. Bring back-up reports (hard copy and electronic) with you or arrange to have them sent to the Annual Meeting site.
5. Please let NCWM staff know of any audiovisual needs via e-mail at info@ncwm.net or 402-434-4880.

B. Sunday: Agenda Reviews

1. Review the status of all agenda items and discuss any correspondence or comments received after the Interim Meeting.
2. Develop general plans and procedures for working sessions on Sunday, Monday and Tuesday and the Voting Session on Wednesday and Thursday. Plans should include how to handle controversial issues with alternative strategies.
3. Plan coordination with other Committee(s) / Presiding Officer (s).

4. Identify any non-technical business items and notify the NCWM Chairman.

Who Attends

1. Standing Committee Members and Technical Advisors
2. Registered Delegates

Executive Session

A Standing Committee may decide to make part of its session an "Executive Session" (closed), but this is only permitted for highly sensitive matters, such as those involving proprietary information. The Standing Committee must request approval by the NCWM Chairman or Chairman-Elect and post this information on the Standing Committee meeting door and at the registration desk. The Conference discourages any Committee from making their entire Sunday session an "Executive Session" unless notice was given in the Annual Meeting Brochure or NCWM Publication 16. Sunday is the first day of the meeting and NCWM Members may have made their travel arrangements so that they can attend the Sunday reviews. Whenever possible, an Executive Session should be delayed until later in the week so that the 24-hour notice can be given and posted.

C. Monday / Tuesday

1. Interim Meeting Report Presentation
 - a. Introduce the Standing Committee Members.
 - b. Explain how the report will be presented based on the prepared outline.
 - c. Present Interim Meeting Report proposed changes.
 - d. Solicit comments on the Interim Meeting Report and proposed changes.
 - e. Identify items and issues for the future study and maintain the list for use in the Final Report.
 - f. If you have speakers lined up, describe your planned procedure (i.e. time limit per speaker, how you will handle questions, etc.).
 - g. Information acquired at the Open Hearings is used by the Standing Committee Members in the development of their Addendum Sheets to the Interim Meeting Reports.
 - h. Standing Committees positions should not be announced until after deliberations are concluded. However, the Committee Chair may reassure the audience as to the direction they intend to follow if the Standing Committee has reached a conclusion prior to this presentation. Standing Committee presentations may be preceded with handouts explaining the position of the Standing Committee so that the audience can gain a better understanding of the issue.

Addendum Sheets to Interim Reports

1. Standing Committee Chair, Members and Technical Advisor(s) prepare Addendum Sheets after all the Open Hearings have concluded for all Standing Committees.
2. Develop a Consent Calendar of non-controversial Voting Items.
3. Identify Voting Items that should be voted upon separately.
4. Positions and specific language for Addendum Sheets are developed by Standing Committee Members and the Technical Advisor(s) as follows:
 - Agree on language and recommendations
 - Formally approve Addendum Sheets by recorded vote
 - Prepare and review Addendum Sheets
 - Standing Committee Chair reviews and signs the Addendum Sheets
 - NCWM staff arranges for the Addendum Sheets to be printed

Addendum Sheets Printing Schedule

Addendum Sheets must be given to NCWM Staff, on provided flash drive, by 5:00 p.m. Tuesday.

The following color coding will be used when printing the Addendum Sheets:

Specifications and Tolerances Committee Green
 Laws and Regulations Committee Blue
 Board of Directors Goldenrod
 NTEP Committee Pink
 Professional Development Committee Cream

D. Wednesday / Thursday

Voting Order for Standing Committee Reports / Committee Reference Keys

1. Professional Development Committee – 400 Series
2. Specifications and Tolerances Committee – 300 Series
3. Laws and Regulations Committee – 200 Series
4. National Type Evaluation Program Committee – 500 Series
5. Board of Directors – 100 Series
6. Nominating Committee – 800 Series

Voting Procedures

1. See Bylaws for details.
2. See "Robert's Rules of Order"

Presentation Preparation

Standing Committee Chair prepares for presentation with assistance from the Standing Committee Members and Technical Advisor(s):

1. Determine the sequence and grouping of items and present them on Addendum Sheets. Voting Items that are expected to be non-controversial will have been grouped into a single Consent Calendar.
2. Information items and voting items are to be identified separately in the Interim Report. However, the Standing Committee may change the category of any item prior to making a motion for vote. Information items may not be changed to voting items at the Annual Meeting.
3. Prior to Wednesday, 12 p.m. prepare an outline of the report and how motions are to be presented by the Standing Committee Chair.
4. The Consent Calendar will be handled first, followed by the separate Voting Items and then the report as a whole. The Standing Committee Chair may present the individual Voting Items in any sequence and is responsible for ensuring that all items are covered.
5. As each item is presented, announce the item number, the corresponding page number in the Interim Report and the page number in the addendum sheets.

Report Presentation

Great care must be taken to make sure all items are adequately covered and clearly presented.

The Standing Committee Chair Will:

- Introduce the Standing Committee Members
- Explain how the report will be presented based on the prepared outline
- Ask whether any items on the Consent Calendar should be removed for an individual vote
- Read and explain changed items for clarity
- Note: Those items in the Interim Report not amended or changed and printed on the Addendum Sheets may be read by title and acted on without a complete reading of the items.
- Make a motion for the adoption of the Consent Calendar as a single voting item
- Make a motion for adoption of each voting item not included in the Consent Calendar

Following each motion by the Standing Committee Chair, the Presiding Officer Will:

- Restate the motion, ask for a second to the motion
- Ask for discussion
- Call for the vote per NCWM voting procedures
- Announce the result

After completion of all voting items, the Standing Committee will make a motion to adopt the report of the Standing Committee in its entirety and authorize the Executive Secretary editorial privileges.

The Parliamentarian:

- Will be seated with the Standing Committee
- Rules only when asked by the Presiding Officer

Voice Votes on NCWM, Inc. Business Items

The Board of Directors Report and Nominating Committee Report are taken as Voice Votes, unless designated otherwise by the Chairman.

Selecting Next Year's Standing Committee Chair

After Standing Committee appointments are announced, Standing Committee Members should meet to select next year's Standing Committee Chair. This selection may be made with or without the Technical Advisor(s), but they should be informed as soon as possible.