

Participation Guidelines for ACCSP Committees

The following guidelines are designed to promote accountability and continuity in the committee process for both ACCSP and partner staff. Continuity is particularly important to forward movement and effective participation on many of the long-term committee projects.

As a committee member, you are responsible for representing your agency or state/user group (advisors). You are expected to attend all meetings and to the best of your ability stay informed of the topics and projects.

Members

1. Participation is defined as attendance at one (or more) meetings or calls per calendar year.
2. Attendance by alternates counts toward participation (with no limit on how many meetings the alternate may attend in place of the primary member).
3. Committee members may choose to designate an “official” alternate with ACCSP. Designating an official alternate enables that individual to remain on the committee email list so they are aware of current activities.
4. Participation records are reviewed annually, at the first meeting of each calendar year. Committee members who have not participated in at least one call or meeting during the previous year without an alternate to represent them, will be contacted by ACCSP staff.
5. The Operations Committee members are notified of any issues for their organization.

Chair

1. The Chair is the presiding officer and is responsible for the order of the meeting.
2. The Chair should arrive at the meeting early to go over the agenda and any other issues with ACCSP staff assigned to the committee.
3. The meeting should begin promptly at the scheduled time.
4. The Chair should keep the committee working together and explain procedure clearly.
5. The Chair should be objective, giving both sides of an issue the opportunity to speak.
6. The Chair should not allow irrelevant discussion and should follow the agenda.

Vice Chair

1. The Vice Chair is responsible for taking meeting notes to be shared with ACCSP staff for compiling meeting minutes.
2. The Vice Chair shall assume the responsibilities of the Chair in the event that the Chair is unable to make a meeting.
3. Participate in creation of agenda and preparation for calls and meetings

ACCSP Staff

1. ACCSP staff will compile minutes and distribute meeting materials
2. ACCSP staff will work with new members/members who haven't participated recently to bring them up to speed on topics.
3. ACCSP staff will provide “topic documents” that provide a brief history on key topics (these will also be accessible on the internet).
4. ACCSP staff will send welcome emails and information when a new member is appointed