

## **BL 2018-003 Notice of Meetings for Committees (amended)**

Rationale: This will standardize notice procedures across all committees. It will ensure members are aware of a committee meeting time, date and location by looking on the website calendar.

### **Add Article VIII, Section 4**

#### **Section 4: Notice of Meetings for Committees**

- a.** The Executive Board and Standing Committees must provide notice to their committee members of meetings no later than the sixth (6th) day in advance of each meeting.
- b.** Notice must be sent by email or postal mail.
- c.** Notice requires time and location of meeting, agenda, and previous unapproved minutes.
- d.** Notice must also include whether the meeting will be conducted electronically, and any applicable call-in number or registration link.
- e.** All committee meetings must be placed on an electronic calendar accessible from the WashCo Dems website and can be seen at least by all PCPs, no later than the sixth (6th) day in advance of each meeting. Time and location must be included on the calendar.
- f.** All committees should hold a monthly meeting at a recurring time and date, unless there are valid reasons for doing otherwise.
- g.** All committees may hold additional meetings which must meet the same notice requirements and calendar posting as a standard meeting.
- h.** Exceptions to rules (a)-(g) may be approved by the Executive Board.
- i.** The Executive Board may not use (h) to make an exception for itself.
- j.** Rules (a)-(g) do not apply to subcommittees or work groups of a committee.