

Framework for Operating Procedures

EPEL Operating Procedures Framework Draft, November 2013

I. Scope of issues and concerns

- a. Limitations
- b.

II. Standards for Behavior

- a. Ethical
- b. Equity and nondiscrimination
- c. Consensus Decision making

III. Membership

Define levels of membership of the EPEL collaboration

IV. EPEL Collaboration

- a. Eligibility and nomination
- b. Term of participation
- c. Duties and Responsibilities
- d. Decision Making and Voting
- e. Position description
- f. Meeting specifications
 - i. Who convenes the meetings?
 - ii. When (How far in advance)?
 - iii. Who will make arrangements for meeting locations
 - iv. Who creates the agenda?
 - v. Who leads the meetings?
 - vi. How are minutes taken and shared with the members?
 - vii. How is progress on shared activities tracked? How will members be held accountable?
 - viii. Discuss whether attendees need to RSVP for meetings to ensure you have enough participants to accomplish your agenda
 - ix. When is a meeting cancelled?

V. Executive Committee

- a. Eligibility and nomination
- b. Term of participation
- c. Duties and Responsibilities
- d. Decision Making and Voting
- e. Position description
- f. Meeting specifications
 - i. Who convenes the meetings?
 - ii. When (How far in advance)?
 - iii. Who will make arrangements for meeting locations
 - iv. Who creates the agenda?
 - v. Who leads the meetings?
 - vi. How are minutes taken and shared with the members?
 - vii. How is progress on shared activities tracked? How will members be held accountable?

- viii. Discuss whether attendees need to RSVP for meetings to ensure you have enough participants to accomplish your agenda
- ix. When is a meeting cancelled?

VI. Subcommittees

- a. Eligibility and nomination
- b. Term of participation
- c. Duties and Responsibilities
- d. Decision Making and Voting
- e. Position description
- f. Report to Executive Committee
 - i. Liaison
 - ii. Timing
 - iii. Report Content
- g. Meeting specifications
 - i. Who convenes the meetings?
 - ii. When (How far in advance)?
 - iii. Who will make arrangements for meeting locations
 - iv. Who creates the agenda?
 - v. Who leads the meetings?
 - vi. How are minutes taken and shared with the members?
 - vii. How is progress on shared activities tracked? How will members be held accountable?
 - viii. Discuss whether attendees need to RSVP for meetings to ensure you have enough participants to accomplish your agenda
 - ix. When is a meeting cancelled?

VII. Parent Council

- a. Eligibility and nomination
- b. Term of participation
- c. Duties and Responsibilities
- d. Decision Making and Voting
- e. Position description
- f. Parent Council Executive Committee member
- g. Meeting specifications
 - i. Who convenes the meetings?
 - ii. When (How far in advance)?
 - iii. Who will make arrangements for meeting locations
 - iv. Who creates the agenda?
 - v. Who leads the meetings?
 - vi. How are minutes taken and shared with the members?
 - vii. How is progress on shared activities tracked? How will members be held accountable?
 - viii. Discuss whether attendees need to RSVP for meetings to ensure you have enough participants to accomplish your agenda
 - ix. When is a meeting cancelled?

VIII. Memorandums of Collaboration

IX. Action Plan

- a. Term of plan
- b. Tracking completion