Framework for Operating Procedures

EPEL Operating Procedures
Framework Draft, November 2013

I. Scope of issues and concerns
   a. Limitations

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