



Protocol & Guidelines

1. Goals / Objectives for GA Committee

- The group decided that their primary role for Membership would be to gather information, research relevant topics, summarize issues, and distribute to the Board of Directors and Membership as informational benefit.
- If issues surface that Membership would like recommendations for, this committee would form an official opinion and submit that to the Board of Directors. The BOD would then either approve or reject that opinion. If they approve the opinion the position would be forwarded on to Membership from the BOD. If they reject the opinion that decision with explanation would also be made available to Membership.

2. Decision making for the Committee (motions, voting, etc)

- It was agreed that we would discuss relevant issues as needed and vote to send those items to the board for recommendation to membership. A majority vote will carry items to the BOD. (Need to determine what will constitute a quorum)

3. Communication medium (email, SharePoint, website, blog...etc)

- We will use monthly meetings for our primary means of discussion on relevant issues. We will use email as a means to communicate meeting times, locations, agendas, recommend relevant issues for discussion, etc.

4. Frequency – how often do we meet

- We have agreed as a group to meet on a monthly basis. The first Thursday of the month at 8:30am at the Chamber of Commerce in Manistee, unless there are no agenda items. We can adjust time and location as needed.

5. Duration – how long should we meet

- It was agreed that this group will meet for one hour.

6. Participation – what are the participation expectations

- It was agreed that this group will actively participate in meetings and assignments as directed by group.

7. Expectations – professionalism

- It was agreed that this group will respectfully discuss items and relevant topics.
- It was agreed that everyone will have adequate time to offer their opinion and input as needed.
- It was agreed that although you may not agree with final disposition on issues that you will do so in a respectful way and support the process.
- It was agreed that we will attend all meetings as scheduled unless advance notice to the group is communicated.
- Etc...

8. Meeting times and place – where and when (does it change)

- It was agreed that we would meet on a monthly basis at the Chamber of Commerce.

9. Minutes – do we take minutes for each meeting

- It was agreed that we would have Dianna Wall take minutes and upon approval, post to the website for future review.

10. Structure – lead, backup, secretary

- It was agreed that the group would nominate a Chairperson for this group. This person would be responsible for creating the agenda, leading the meetings, typing up recommendations to the Board, and creating subcommittee assignments and necessary.

11. Projects / Assignments

- It was agreed that this team would make every effort to complete assignments and tasks as assigned by recommended date. If they are unable to complete assignment please communicate that to the team prior to next meeting.