

## SFV H&I GUIDELINES

### **X. A - BUSINESS MEETINGS:**

Regular Committee Business Meetings will be held once per month usually within one week after the executive Board Meeting. At all regular Committee Business Meetings, each member of the Committee, in attendance, shall sign in on an attendance sheet. No member is authorized to sign in for another person.

No personal telephone numbers or addresses, either residence or work, are to be used as a mailing list, or for any form of solicitation or commercial venture. Our records are for Hospital and Institutional Committee use only. All regular Business Meetings shall be conducted according to an agenda prepared by the Director, who shall preside over the meetings, Special and/or emergency meetings may be called by the Director or the Policy Council Chairperson. The Policy Council Chairperson may appoint the presiding officer at special meetings.

### **B - WORKSHOP MEETINGS:**

Regular Workshop Meetings will be held once per month under the personal supervision of the Workshop Chairperson, who will be appointed by the Director from membership of the Committee. The Workshop Meeting is designed to share experience and information about the Committee with interested newcomers to H&I. Emphasis is to be placed on the nature of the commitment, and the Committee's Primary Purpose. (See also Co—Director - #7 on page 3. The Co-Director will be working with the Workshop Chairperson to assist all newcomers to the Committee, during the early weeks of their membership.)

### **C - EXECUTIVE BOARD MEETINGS:**

1. The Executive Board will meet once per month, usually within one week prior to business meeting. The Executive Board consists of the Director, Co-Director, Secretary, Treasurer, Literature Fund Chairpersons, Policy Council Chairperson, and all members of The Policy Council, *and the Registrar*. The purpose of the meeting is to review the status of existing Committee Business, and to aid the Director in the preparation of the agenda for the forthcoming Business Meeting. A quorum shall consist of at least 6 Executive Board Members.
2. Committee members who have asked one week in advance to be heard by the executive board shall be allowed to address the executive board, as long as they stick to one subject and do so in an orderly manner.

### **D. POLICY COUNCIL MEETINGS:**

The Policy Council will be composed of a Chairperson, and two elected members with staggered two-year terms. The primary function of the Policy Council is to evaluate policy for more efficient coordination of the Purpose and Overall Program of the Committee. The Policy Council shall meet once per month with the Executive Board, and present its recommendations on operational matters and / or suggested solutions to existing problems. The Policy Council Chairperson may call special meetings, and invite concerned persons, as the Chairperson sees fit. The Chairperson shall advise the Director of such meetings.

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