

MARAC Steering Committee Procedures

MEETINGS

When does the Steering Committee meet?

- Per the MARAC Bylaws the Steering Committee will meet quarterly.
- Off-Conference (those not occurring during a bi-annual MARAC meeting): Meetings will be scheduled by the MARAC Administrator through a poll and may meet virtually.
- Conference (those occurring during a bi-annual MARAC meeting): When in-person, meetings typically take place on the Thursday evening of the conference. When virtual, meetings will be scheduled at the discretion of the Steering Committee.

When does the Executive Committee meet?

- The Executive Committee consists of the Chair, Chair-elect, Meetings Coordinator, Treasurer, and Secretary.
- The Executive Committee will meet as necessary when called by the Chair and may include the Administrator and other members as invited.

REPORTING

What are the Steering Committee reporting requirements?

- Steering Committee officers, caucus representatives, committee chairs, task force chairs, and other advisors will submit reports of their activities before quarterly meetings.
- Reports should be uploaded no later than a week prior to each meeting to the folder provided by the Administrator.
- A combined report of all submissions will be provided to Steering Committee members to review prior to meeting. It is important that committee members review the combined report in advance to ensure that everyone is informed of discussion points and that the meeting can run efficiently.

VOTING

When should we vote?

If the proposal

- involves money
- changes policies or procedures
- creates a Committee, Roundtable, or Task Force
- dissolves a Committee, Roundtable, or Task Force

How to submit proposals?

- Proposals involving money:
 - Should be proposed by or submitted to the Treasurer or the Finance Committee
 - Finance Committee will review the proposal and bring it to the Steering Committee for a vote as needed.
- Changes in policy or procedure:
 - Submitted by a committee:
 - Should come through the respective Committee Chair
 - Committee chair should request that the MARAC Chair add the item to the quarterly meeting agenda

- Committee Chair should submit the documentation to the Steering Committee via e-list for review prior to meeting.
 - Submitted by a member: Should use [this form](#) to submit ideas, concerns, or other proposals for the Steering Committee to consider. Proposals are discussed by Steering under New Business at the next scheduled committee meeting after the date of submission.
- Proposals that affect multiple Committees or practices or concern the creation or dissolution of a Committee, Roundtable, or Task Force should be addressed to the MARAC Chair for coordination

How do we make motions and vote?

Making a motion or taking a vote can happen either:

- Via email
- At the quarterly Steering Committee Meetings
- Any voting member of the Steering Committee (Chair, Chair-elect, Meetings Coordinator, Secretary, Treasurer, Members-at-large, and Caucus Representatives) can call for a vote or make a motion (with the exception of the Chair- see below).

Can the Chair make a motion? No

Does the maker of a motion get a vote? Yes

How do we count the votes when Steering Committee Members are unavailable and don't vote? This is counted as a 0.

What makes up a quorum? Two (2) officers and six (6) other voting Steering Committee Members shall constitute a quorum for any Steering Committee meeting.

How do we handle voting when a motion to amend the main motion has been brought forward? A voting member may propose an amendment, even after a vote has been called for. If the original proposer accepts the amendment and there is no objection, the amendment becomes part of the original motion. Full motions, including any approved amendments, should be clearly stated for the record and so that everyone knows what exactly they're voting on.

USE OF STEERING COMMITTEE MEETING TIME

- Discussions that are complex and lend themselves to live conversation, e.g., strategic planning, brainstorming, budget, policy and procedure discussions.
- Reports for the purpose of reporting are unnecessary. Committee reports are sent to Steering Committee Members prior to the Steering Committee Meeting and there is an understanding that Steering Committee Members have already read the reports before attending the meeting.
- Voting should occur at Steering Committee Meetings if there isn't time to do this between Steering Committee Meetings or if there is a need for an in-person discussion to gain consensus or answer questions before voting.
- The meeting minutes from the previous Steering Committee Meeting will be voted on during Steering Committee Meetings.
- Discussions that have been explored as far as possible via email may be suitable for live discussion at a Steering Committee Meeting.

TIME BETWEEN STEERING COMMITTEE MEETINGS

- Discussions that are straightforward and don't lend themselves to in-person conversation: e.g., confirming committee appointments, confirming final drafts of reports.
- Reading reports and getting caught up on Steering Committee activities.
- Motions and votes that likely won't lead to significant discussion. e.g., committee assignments.
- Discussions can be moved to the Steering Committee Meeting if necessary.
- Urgent or time-sensitive matters that do not require long discussion.

Questions about Steering Committee procedures should be directed to the MARAC Chair at Chair@marac.info.

(Approved by Steering Committee 2/23/22)