

Standard Meeting Format**Procedure 02.01**

Approval By: EMG ExCom

Date: Jan. 2015

1.0 Purpose

This document establishes a standard format for EMG Outing Committee (OC) meetings. The intent is to maintain a consistent format from year to year and to simplify meeting planning and record keeping.

2.0 Format

The meeting format will consist of the following elements:

1. Welcome and introduction of any visitors.
2. Reading and approval of the minutes from the previous meeting.
3. Continuation of any old business.
4. Introduction of any new business and any announcements.
5. Scheduling of the next meeting.

3.0 Agenda

A few days before a scheduled meeting the OC Chair shall send, to active OC members, a meeting reminder and a brief list of agenda items. Typically, this would be sent by email.

4.0 Minutes

- 4.1 Minutes of the meeting will be taken by the Secretary. Minutes, along with the meeting agenda, will become a permanent record of the meeting.
- 4.2 The minutes will include:
 1. Date and time of meeting.
 2. The attendees,
 3. A brief description of topics discussed. (generally following the agenda topics)
 4. A record of any decisions made.

Revision History
02.01 11/18/14 Original Issue

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