**Section 100 – Management & Administration**

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| General Rules & Administration - 100 | | | |
| S.O.P # 100.16 | **Meetings** | | Page: 1 of 3 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**100.16.01 Purpose**

The purpose of this SOP is to provide guidance, policies and procedures for the facilitation and

attendance of business meetings.

**100.16.02 Definitions**

For the purpose of this SOP the following definitions shall be applied.

1. **District Board Meetings:** District Board Meetings are formal meetings open to the public. Board meetings are run by the five board members. The Chief will attend to give report of the District’s business.
2. **External Meetings:** External meetings are those meetings conducted and/or hosted outside of the district boundaries of Jefferson County EMS District. Attendance of external meetings must be authorized in accordance with Jefferson County EMS District Policy and Procedures Manual.
3. **General Staff Meetings:** General Staff Meetings are formal meetings open to all uniformed and non-uniformed personnel. Attendance is required by all full-time staff. Part-time staff and volunteers are encouraged to attend.
4. **Officer Meetings:** Officer Meetings are formal meetings comprised of members of the officer staff. Officer Meetings are designated for officers, invited guests and/or presenters. Attendance is required by all officers.
5. **Volunteer Business Meetings:** Volunteer Business Meetings are formal meetings comprised of volunteers. The Chief or his/her designee will attend these meetings to act as a resource or reference.
6. **Workgroup Meetings:** Workgroup meetings are non-formal meetings comprised of a small group of personnel working on a specific project or task. These type of meetings are official business meetings; however, they need not comply with all of the policies and procedures of a formal meeting.

**100.16.03 Formal Meeting Policy**

1. General Staff, Officer and Volunteer Business Meetings are designated as formal meetings.
2. Formal meetings will be scheduled.
3. Scheduled formal meetings shall be announced at least one (1) week prior to the meeting date.
4. Formal meetings will have an agenda that is disseminated to the meeting participants at least one (1) week prior to the meeting date.
5. The meeting chair person shall be responsible for disseminating the agenda.
6. The meeting agenda shall consist of the following information:
   1. Date,
   2. Start time;
   3. Location;
   4. Listed objectives if applicable;
   5. Discussion topics and person/s responsible;
   6. Materials to be reviewed if applicable.
7. Materials for review pertinent to the meeting shall be disseminated in advance or at the latest, with the meeting agenda.
8. Attendance will be taken and registered on a meeting roster.
9. Minutes will be recorded for all formal meetings.
10. Minutes will be disseminated to the participants no later than one (1) week after the meeting.

**100.16.04 External Meetings**

1. When available, the use of a district vehicle will be provided to all personnel attending an authorized external meeting.
2. If a district vehicle is not available, mileage will be compensated in accordance with the current IRS standard for mileage reimbursement. To be compensated the employee/volunteer must submit a map displaying mileage (Google, Map Quest, etc) for the trip with a reimbursement form.
3. Participants are responsible for reporting and disseminating information from their meeting in a timely manner.

**100.16.05 Workgroup Meetings**

1. Workgroup Meetings must be approved by either the Chief or Asst. Chief.
2. Progress notes of the meeting shall be recorded and made available for reporting by the meeting chair and/or team lead upon request.

**100.16.06 Exceptions**

The Chief or Asst. Chief may authorize emergency meetings as they deem necessary for the operations or mission of the District.