1. Frequency
   1.1 Specific meeting time, frequency and location decisions are within the realm of each subcommittee. Most subcommittees are meeting monthly for one hour.

2. Procedures
   2.1 Meetings are intended to be decision and action-oriented, however, parliamentary rules may be used, at the discretion of the subcommittee, including:
      i. Call to order.
      ii. Roll call of members present.
      iii. Reading of minutes of last meeting.
      iv. Committee reports.
      v. Special orders --- Important business previously designated for consideration at this meeting.
      vi. Unfinished business.
      viii. Announcements.
      ix. Adjournment.
   2.2 Minutes, in the form of bullet points, will include these elements:
      i. Decisions
      ii. Action items
      iii. Questions and answers (or FAQs)
      iv. Open items
   2.4 Votes to approve or deny a proposal will be accepted by simple majority (51%) and may be conducted in person or electronically, via email.
   2.5 Subcommittees may choose to accept work request presentations from requestors.

3. Attendance
   3.1 It is at the Chair’s discretion to reconsider membership of individuals who miss four or more meetings over the course of a year.
   3.2 Attendance by proxy is not recommended. Members may send a proxy to take notes but the proxy may not vote. Attendance by proxy does not constitute attendance by the member.
   3.3 Chairs may determine minimum quorum. Summers and holidays are understood to pose more scheduling difficulties. Simple majority or fifty one percent attendance is recommended.

4. Terms of Service
   4.1 Chairs: 3 years; Members: 2 years
   4.2 Subcommittees may select a vice chair to assist with succession.