

# ExCom Operations Overview

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**Twin Cities Section  
Officer & Volunteer  
Training 2014**

# ExCom Format

- Executive Committee of the Section
- We meet monthly, every month
- Conduct the business of the section
- Purpose is reporting, not solving
- Chapters exist of and for themselves, as a section our job is to help you accomplish your job better and to provide additional programming to the group at large

# ExCom Makeup

- 5 Elected Officers [Vote]
  - Chair, Vice, Sec, Treas, Past Chair
- Chapter Representatives [Vote]
  - Each chapter should send one representative every month
  - More than one person present is acceptable, but each voting group gets only one vote [all can contribute and debate]

# ExCom Makeup 2

- One Student Representative [Votes]
  - One vote collectively for all student branches
  - Again, more than one in attendance is acceptable and encouraged
- Committee Representatives
- Role Based Volunteers
- Guest Attendees

# ExCom Meetings

- Currently on 1<sup>st</sup> Tuesday, 4:30-7pm
- Meeting starts w/networking at 4:15
- Business will be underway at Posted 4:30pm Call to Order

# ExCom Meetings 2

- Agenda is emailed out to the ExCom roster at least one week prior to the meeting.
- Roster is the list of
  - ExCom officers
  - Excom committee chairs
  - all elected chapter officers
  - Role Based Volunteers

# Meeting Procedures

- Proper Parliamentary Procedures
  - Except debate allowed prior to motion
- Stick to the Agenda
- Time limits will be enforced
- Expect debate not involving the entire group to be stopped and sent offline

# Common Courtesies

- Arrive On Time
- Pay Attention, Be ready to speak
- Cell Phones off or taken out of room
- One person speaking
  - No side conversations
- No children or other distractions please



# Alternatives, In Case Life Prevents Appearing in Person

- Everyone is **STRONGLY** encouraged to submit agenda items to secretary ahead of the meeting
- Send your vice or another representative
- Email your report in to the secretary even if you plan to attend
  - Helps with accurate minutes
- Participate via telecom