



PRINCIPLES OF ADVISORY COMMITTEE OPERATION

Approved by the Board of Directors on March 14, 2008 / Amended on December 15, 2011

The operation of all AWE advisory committees will follow the below principles of operation, in conjunction with the *AWE Volunteer Service Policy* as applicable.

MEMBERSHIP

Any organizational member of AWE in good standing may be allowed to join one or more advisory committee. No more than one representative per member organization may sit on each advisory committee, although member organizations may sit on multiple advisory committees without limitation. Individual members are not permitted to serve on an advisory committee, as their membership is *information-only*.

STAFFING

Each committee will be staffed by an AWE staff person or consultant. Brief meeting notes of discussion topics and action items will be taken for a permanent record of the committee business. Staff will coordinate meeting scheduling and agenda preparation. Note: As a rule of thumb, there is no staff liaison appointed to a workgroup of an advisory committee.

MEETINGS

Most of an advisory committee's work will be conducted by conference call and email, with occasional in-person meeting or webinar for special topics.

GOVERNANCE

The advisory committees shall be managed by a chair and vice-chair elected from the committee membership. Terms of the chair and vice-chair will be two years. The chair shall run the committee meetings and make sure that *Roberts Rules of Order* are followed for discussion of sensitive items. The chair shall also review the staff-prepared meeting notes to make sure that they are accurate.

WORKGROUP

Workgroups are made up of advisory committee members who gather to work on time-sensitive or single-issue projects for the committee, and then disband. Workgroups always function under the auspices of a committee.

DECISIONS

Decisions on recommendations or other business items of the committees will be by majority vote.

INDEPENDENCE

The committees will operate independently of the AWE Board of Directors and will advise the Board on program and policy as appropriate. Policy decisions will be made by the Board, following recommendations that may be made by individual advisory committees. For purposes of liaison with the Board, each committee shall have at least one Board director assigned to participate in committee activities.