

## **CTA Standards Meetings Quick Reference Guide for Chairs**

A committee chair's primary responsibilities are to plan and run efficient and productive meetings, in compliance with CTA Legal Guides and EP-23, where all participants are treated fairly. This quick reference guide summarizes the components of such a meeting.

### **1. Call to order**

It is the chair's responsibility to call the meeting to order.

### **2. Legal notice**

It is the CTA staff manager's responsibility to provide a brief overview of the CTA Legal Guides, and to point committee members to the complete document.

CTA staff is always on hand to assist the chair and the members with questions regarding procedures. However, the chair should also review both EP-23 and the CTA legal guides to familiarize him or herself with the rules, particularly regarding the need to avoid anti-competitive behavior.

### **3. Quorum determination**

It is the CTA committee manager's responsibility to determine if there is a quorum, though the chair should know the quorum rule, which is a simple majority (>50%) of group members with voting rights present. To have voting rights a group member must have attended two of the previous three meetings.

#### **a. What if no quorum is present?**

If a quorum is not present, then the group cannot make any decisions. It can discuss the items on the agenda, but no final actions may be taken. Previous meeting minutes cannot be approved, and new projects cannot be started.

Meetings that fail to achieve quorum still count as meetings. Minutes

will be taken, and attendance at such meetings counts when it comes to voting rights.

Quorum can be gained and lost during a meeting. If a meeting starts without a quorum, but enough additional people show up to achieve quorum, then the group can make decisions while the quorum is present.

#### **4. Approval of previous meeting's minutes**

This is a standard item on every committee or subcommittee agenda. There shall be a motion and second to approve the minutes.

##### **a. Revisions to the minutes**

If edits are proposed to the minutes, then the group must consider them. Once consensus is reached on the minutes, the chair declares them approved as modified.

When minutes are modified the committee manager will make the edits in the minutes document for the previous meeting and re-post that document in its final form. The minutes of the current meeting will simply say, "the minutes of the previous meeting were approved with modifications."

#### **5. Project initiations, cancelations and other actions**

Approval of a project initiation, project cancelation, or other action that is not the final approval of a document requires a quorum and consensus. The chair shall ask for a motion and a second for the committee to take the recommended action. After providing an opportunity for discussion, if there is consensus to approve, the chair shall announce that the action has been approved.

If, after discussion, there is not sufficient support for the proposal to confidently approve the proposed action via consensus, the proposal may be put to formal vote via ballot.

If quorum is not present, the proposal shall be balloted.

## **6. Reports**

Reports often come from subgroups or liaisons. If a report contains a proposal for committee action, refer to the process outlined in the previous section.

## **7. Adjournment**

If the agenda has been completed, the chair may simply adjourn the meeting. No motion or action by the group is necessary.

## Sample Meeting Script

### Agenda item 1 – Call to order/introductions

CHAIR: *“This meeting of [group name] is called to order. Let’s start with introductions.”*

- In a face-to-face meeting pick a person and say, *“[Person’s name], would you please start and we’ll go around the room.”*
- On a teleconference, ask the CTA staff person who manages the group to do introductions like this, *“[Staff person’s name], would you please tell us who is on the call?”*

### Agenda item 2 – Legal notice

CHAIR: *“[Staff person’s name], would please provide the legal notice?”*

CTA STAFF PERSON: *“This meeting will be conducted in compliance with CTA Legal Guides and CTA’s Technology & Standards Procedures Manual, EP-23. Among other things these documents limit the items that may be discussed during CTA standards meetings. For example, there may be no discussion of restraint of trade agreements, prices and pricing policies, terms and conditions of purchase and sale, costs, future company plans, or boycotting of customers or products. For complete details please read the CTA Legal Guides and CTA-EP-23-N, both of which are available at <http://standards.cta.tech> under the ‘rules’ tab.”*

### Agenda item 3 – Quorum determination

CHAIR: *“[Staff person’s name], would you please tell us if we have a quorum?”*

CTA STAFF PERSON: *“There are [number] voting members, [number] are*

*needed for a quorum and [number] are present, therefore a quorum [is/is not] present.”*

#### **Agenda item 4 – Approve minutes of previous meeting**

CHAIR: *“Are there any modifications to the minutes of the previous meeting?”*

[After modifications, if any, are presented to the Committee]:

CHAIR: *“Is there a motion to approve?”*

[Following the motion] *“Is there a second?”*

[Following the second] *“The minutes of the previous meeting are approved.”*

Or, if the minutes were modified: *“The minutes of the previous meeting are approved as modified.”*

#### **Agenda item 5 – Review of action items**

CHAIR: *“[Staff person’s name] would you please review the action items?”*

CTA STAFF PERSON: *[reviews action items, asking action item assignees to report the status]*

#### **Agenda item 6 – Reports (working group, subcommittee, liaison, etc.)**

CHAIR: *“[Subgroup chair or liaison’s name], may we have the [group/liaison’s name] report?”*

#### **Agenda item 7 – Other business**

CHAIR: *“Is there any other business?”*

#### **Agenda item 8 – Review of action items**

CHAIR: *“[CTA staff person’s name] would you please review the action*

*items?”*

CTA STAFF PERSON: *[reviews ongoing action items from previous meetings and new action items created at this meeting]*

**Agenda item 9 – Next meeting date**

CHAIR: *“The next meeting is scheduled for [date/time/location].”*

**Agenda item 10 – Adjourn**

CHAIR: *“We have completed the agenda, this meeting is now adjourned.”*