

CTA Standards Quick Reference Guide for WG Chairs

A Working Group (WG) chair or co-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.

The WG's primary goal is to develop documents in a timely manner for its parent committee.

Leading meetings

- WGs do not have a formal call to order or quorum requirements.
- Legal Notice:
 - It is the CTA staff manager's responsibility to provide a brief overview of the CTA Legal Guides, and to point WG members to the complete document.
 - CTA staff is always on hand to assist the WG chair(s) and the members with questions regarding procedures. However, the WG chair(s) should also review both EP-23 and the CTA Legal Guides to familiarize him or herself with the rules, particularly with regard to the need to avoid anti-competitive behavior.
- WG chair(s) should review the agenda in advance of the meeting and be prepared to lead WG members through the agenda during the meeting.

Building consensus

- WG chair(s) should ensure discussion is civil and that all members are given a fair chance to contribute.
 - For contentious discussions, it can be helpful to ask members to direct their remarks at the chair.
- Consensus does not mean unanimity. The chairs should use discretion when determining whether consensus has been reached. Straw polls may be utilized if helpful.

Ensuring successful projects

- WG chair(s) should collaborate with CTA Staff to ensure productive meetings and successful standards development (e.g., assign action items, review timelines, scheduling meetings).
- It is the responsibility of the WG chair(s) to provide input for meetings of the committee to which they report.
- It can be helpful for chair(s) to be thinking – and encouraging the WG members to be thinking – about next steps to take after a meeting.

Time commitment

- The time commitment for a WG chair varies by group, with a minimum expectation of attending and leading WG meetings.
 - If a WG has two co-chairs, dividing leadership responsibilities for meetings between them is an option.
- WG chairs should plan to serve in their roles until the completion of the project, if possible.