

# VCC Team

## Meetings & Retreats Guidelines

### Context

These guidelines are *developed, maintained by* and *apply to* the Volunteers Coordination Committee (VCC). They are designed to facilitate respectful, productive and results oriented meetings and retreats.

### Meetings & Retreats Guidelines

1. Roles. The responsibility to conduct effective meetings and retreats is shared as follows:
  - 1.1. Preparing and issuing the *preliminary agenda*: Secretary and/or VCC Team Leader
    - 1.1.1. 5 days before regular meetings
    - 1.1.2. 2 weeks before strategic retreats
  - 1.2. Submitting to fellow VCC members supporting documentation: responsible member
    - 1.2.1. 3 days before meetings and retreats
  - 1.3. Submitting substantive / major *agenda change requests*: all members
    - 1.3.1. 3 days before regular meetings
    - 1.3.2. 1 week before strategic retreats
  - 1.4. Issuing the *final agenda*: Secretary or VCC Team Leader
    - 1.4.1. 1 day before regular meetings
    - 1.4.2. 3 days before strategic retreats
  - 1.5. Ensuring the meeting progresses according to schedule in the agenda: VCC Team Leader and Deputy VCC Team Leader (shared)
  - 1.6. Recording *participation, decisions* and *action items*: Secretary
  - 1.7. Recording *detailed minutes* (when applicable): Secretary
  - 1.8. Ensuring all members have an opportunity to make their opinions heard: VCC Team Leader
2. Agenda.
  - 2.1. Substantive *agenda change requests* must be submitted in advance minimally to all VCC voting members according to guideline 1.3, above;
  - 2.2. *Minor agenda changes* can be submitted to all VCC members at any time;
  - 2.3. In case of doubt, the VCC Team Leader decides if a change request is a minor or substantive.
3. Minutes. VCC Meetings and Retreats will have the following content as minutes:
  - 3.1. Record of Participation
  - 3.2. Record of Decisions
  - 3.3. Record of Action Items
  - 3.4. *Only if a member volunteers for note taking*: Detailed minutes

4. Participation. A VCC member that will not participate in the meeting must so inform the Secretary or VCC Team Leader before the meeting or retreat. Participation will be recorded in the meeting minutes.
5. Meetings. The meetings and retreats will be conducted in accordance with the following conduct guidelines:
  - 5.1. Voting. When voting is called:
    - 5.1.1. The VCC Team Leader only casts a vote if a deciding vote is necessary by reason of an even balance of *for* and *against* votes.
    - 5.1.2. All decisions should be taken by consensus. If the consensus does not appear to be possible, a *simple majority* of voting members will carry the decision unless the following circumstances apply in which case a *two thirds majority* (rounded up) of voting members will be required to carry the decision:
      - 5.1.2.1. Admitting a new VCC member; <sup>1</sup>
      - 5.1.2.2. Refusing to automatically grant voting rights to a VCC member after the *interim* period is over. In such cases, the member ceases to be a member of the VCC;
      - 5.1.2.3. Establishing a new Embarc Owners Association and the following related decisions: calling for elections for this new Association, deciding on membership dues and deciding what will be the privileges and obligations of membership into the new association;
      - 5.1.2.4. VCC Member disciplinary issues concerning a violation of the *VCC Team - Code of Ethics*:
        - Censuring a member;
        - Temporary expulsion from a meeting or retreat;
        - Permanent expulsion from the VCC.
      - 5.1.2.5. Accepting the presence of observers to specific meetings or retreats.
  - 5.2. Validity of Meetings. For VCC meetings to be validly conducted (including teleconferences), the following cumulative conditions must be satisfied:
    - 5.2.1. Agenda. The agenda rules and guidelines 1.1 to 1.4 must have been followed. A unanimous agreement of all voting members (including those absent from the meeting or retreat) can correct this defect if the agenda rules and guidelines were not followed.
    - 5.2.2. Quorum. A minimum of two thirds (rounded up) of voting members shall be present (physically or by appropriate electronic means) at the moment a vote is called during the meeting or retreat.
  - 5.3. Conduct during Meetings.
    - 5.3.1. Code of Ethics. Members will abide at all times by the *VCC Team - Code of Ethics*. Any member that is of the opinion that another member has violated a provision of the Code of Ethics may raise a point of order even if the violation is not in relation to the topic being discussed.
    - 5.3.2. Point of Order. A point of order suspends all other matters until it is resolved. In cases of doubt as to whether a matter constitutes a valid point of order, the VCC

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<sup>1</sup> New members are admitted on an *interim* basis without voting rights for two months. After that period, they automatically obtain voting rights unless VCC members oppose their admission into the VCC.

Team Leader decides if the point of order was validly raised. When the point of order has been raised by the VCC Team Leader and there is a doubt as to its validity, the Vice-VCC Team Leader decides if the point was validly raised.

- 5.3.3. Secret Voting. Any voting member may request that any vote be conducted in secret. A member subject to a disciplinary vote in accordance with guideline 4.1.2.2 may also request a secret vote.
  - 5.3.4. Staying on Schedule. VCC Team Leader and Vice-VCC Team Leader in particular and members share a responsibility to *stay on schedule*. Any schedule slippage can be raised as a point of order for resolution.
  - 5.3.5. Staying on Topic. VCC Team Leader in particular and members share a responsibility to *stay on topic*. Any prolonged tangent can be raised as a point of order for resolution.
  - 5.3.6. Meeting Dynamics. All members share a responsibility to adhere to a *meeting dynamic* in which (a) a topic is meaningfully discussed; (b) a vote is called and a decision recorded; (c) action items are recorded; and (d) proceed to the next agenda topic. Any material non observance of *meeting dynamics* can be raised as a point of order for resolution.
6. Record of Decisions. VCC Records of Decision are by default public. Some decisions may be treated as confidential as the VCC may decide and remain confidential for a time period set by the VCC. JRA signatories may request access to confidential decisions and such requests may be granted or refused by the VCC.
  7. Amendments. These guidelines may be amended with simple majority of VCC voting members provided the proposed changes are duly announced in advance as a substantive item in accordance with guidelines 1.1 to 1.4 (unless the changes are minor and grammatical). If the proposed changes are in relation to a *two-thirds rule*, for example, see guideline 5.1.2, such changes will also require a corresponding two thirds majority to carry.

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VERSION 1.0 APPROVED AS OF 27 NOVEMBER 2017 IN RECORD OF DECISIONS

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