

SAMPLE

GLEN CANYON DAM TECHNICAL WORK GROUP OPERATING PROCEDURES

FOREWORD

Purpose and authority

OPERATION

1. Meetings
 - frequency
 - pre-meeting notice
2. Alternate committee members.
 - voting privilege
 - who designates alternates
 - count for quorum
3. The Chairperson
 - In the absence of the Chairperson, the Chairperson will appoint his/her designee.
 - convene TWG meetings
 - facilitates meetings
 - authorized to adjourn the TWG meeting at any time.
4. Members
 - nomination
 - replacement
 - length of term
 - rotation of member's in the case of those members who represent multiple groups
5. Agenda
 - prepared by
 - approved by
 - reviewed by
 - input by members
 - input by others
6. Method of making of a motion / proposal from group, public
 - pre-meeting notice
 - written or verbal
 - acceptance or rejection

7. Voting
 - How?
 - Decision of the Group will be determined by...(Consensus, Majority, Percentage, Perception of chairman, etc.)
 - Recording of votes
8. Subgroups and meetings
 - How formed
 - membership
 - Chairman's charge
 - Purpose
 - number of meetings
9. Minutes
 - Type
 - method of approval
10. arranging meetings and other duties associated with operation of the TWG.
 - pre-meeting documentation
 - location of meetings
11. Public / visitors
 - Federal Register
 - public access to records
 - comments from public written or oral
 - voting privileges (none)
 - no payment for travel
12. Open / Closed Meetings
13. Reports and Record keeping (involvement/processes)
 - Annual report to Congress (GCPA)
 - Annual report to GSA
 - Documentation (Library of Congress and UC Regional Office)
 - Recommendations to the Secretary
14. Rechartering and operating procedures
 - amendments
 - approval
 - redesignate TWG

Approved: _____
Chairperson Date