



## Committee Meeting Formats and Structure

ACS governance committees generally operate in one of three formats as described below. These formats can change during the course of a meeting as discussions and deliberations change. It is the responsibility of the Committee Chair and the Staff Liaison to ensure that only the appropriate people are present during a meeting.

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### **OPEN MEETINGS**

May be attended by any ACS Member. At these meetings, members are encouraged to voice concerns, issue compliments, offer suggestions, express interest in, or raise questions about matters over which the Committee has purview. The assumption is that participation is welcomed and will be orderly and courteous. Only committee members may vote.

### **CLOSED MEETINGS**

The Committee Chair must declare any EXECUTIVE meeting CLOSED when confidential or sensitive personnel, financial or legal matters of the Society are discussed. At that point, only officially appointed/elected Committee Members, Associates, Consultants, Staff Liaisons, and the appointed ConC liaison shall remain in the meeting. Others may stay in the meeting at the discretion of the Chair. Once these discussions have been completed, the Committee should return to the EXECUTIVE mode.

### **EXECUTIVE MEETINGS**

Attendance and participation is limited to officially appointed/elected Committee Members, Associates, Advisors, Consultants, Staff Liaisons, and the appointed ConC liaison. Liaisons from other groups and both *ex officio* and elected Councilors may attend; active participation by these groups is at the invitation of the Chair. Only committee members may vote.

Note: Agenda should refer to meetings (not sessions) as shown above.