



## **Committee Meeting Formats and Structure**

ACS governance committees generally operate in one of three modes as described below, and these modes can change during the course of a single meeting as the discussions and deliberations change. For example, if sensitive personnel, proprietary, or financial information is about to be discussed, the Chair may declare the meeting now “in closed session.” At that point, the Chair and the staff liaison will ensure that the only the appropriate people are in the room.

### **OPEN**

May be attended by any ACS Member. At these sessions, 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.

### **EXECUTIVE**

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.

### **CLOSED**

The Committee Chair must declare any EXECUTIVE session 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 session. Others may stay in the session at the discretion of the Chair. Once these discussions have been completed, the Committee should return to the EXECUTIVE mode.