

Women in Standards Committee Procedures

All Women in Standards (WiS) Committees are formed with approval of the WiS Board of Directors. Committees may be formed by the Board to serve the needs of the organization or through formal proposal by WiS members.

Each committee shall develop and maintain a committee charter that highlights the scope, goals, and activities of the committee. Committee goals shall be revisited at minimum annually and revised when needed to achieve organizational objectives.

Committee Meetings

There shall be a minimum of six (6) meetings of each Committee per year. Additional meetings may be arranged, as needed, to address issues as they arise.

Each committee shall at minimum be led by a Committee Chair, selected by majority vote of the committee. Vice Chairs and Recording Secretaries may be identified where needed.

The Committee Chair (or designee) shall take the minutes and distribute them to the Committee Membership.

Committee meetings will be held in accordance with Robert's Rules of Order to the extent needed as determined by the Chair.

Voting

Decisions will be made by consensus by the Committee.

Quorum is considered reached with 50% of committee members voting, resolutions are by majority vote.

Committee Participation

All members of a committee shall be members of the organization. Visitors may be invited to attend meetings as appropriate.

Committee members are expected to regularly attend meetings to support committee activities. Those found to miss five or more consecutive meetings will be automatically removed from the committee but may reapply for membership. Those reapplying for membership will be required to attend a minimum of two consecutive meetings to maintain membership.

The Women in Standards Board reserves the right to review all applications for committee membership prior to a member being added to a committee.