

Memo

TO: Delta Vision Committee

FROM: John Kirlin, Executive Director

DATE: October 22, 2008

RE: Procedures for Committee

The Committee has not adopted procedures for its operations. I recommend the following be adopted:

1. A quorum of the Committee shall be a majority of members present or participating by telephone or other procedure approved by the Committee Chair.
2. At the discretion of the Chair, the Committee may hold meetings by telephone or video conference. Members of the public will be provided a number to call to access the meeting.
3. At the discretion of the members present, a designated alternate may represent and vote for an absent member.
4. At the discretion of the Chair, Committee members not physically present at a meeting may provide votes on any action item by email or other process upon confirming that they have reviewed meeting materials and the record of any discussion at the meeting.