	CREATION DATE <b>2008</b>	DATE REVISED <b>May 14, 2017</b>
	POLICY AREA / CATEGORY <b>STANDING RULES</b>	DATE APPROVED / EFFECTIVE DATE <b>May 14, 2017</b>
STANDING RULE TITLE <b>6: MEETINGS</b>	VERSION	DATE REVIEWED <b>June 8, 2023</b>

### **SUMMARY & PURPOSE:**

This Standing Rule shall describe the rules and processes that are essential and sustainable to ensure that meetings are effective and that all members have an appropriate voice.

### **DEFINITIONS:**

Insert definitions that are required to understand this document

### **STANDING RULE:**

The Certification Council shall execute meetings regularly, and in accordance with the following:

Frequency: The Council shall meet at least four times a year, preferably quarterly. One meeting shall occur in person at the International Meeting on Simulation in Healthcare. All other meetings may be conducted virtually or in-person. Additional meetings beyond the required are at the discretion of the Council Chair.

Purpose: The purpose of these meetings shall be to conduct Certification Council business as required to fulfill the responsibilities listed in Standing Rule 5: Responsibilities.

Agendas: The Agenda shall be set by the Officers in coordination with the certification staff. These shall be sent out prior to the meeting, and in no case less than 24 hours prior to the scheduled time for any meeting.


Quorum: At any meeting of the Commission, a majority of the voting members shall constitute a quorum. Absence of a quorum does not preclude a meeting and discussion of items can occur, however no votes can be taken without a quorum.

Rules of Order: Meetings of the Council shall be conducted according to parliamentary procedures as outlined in Robert's Rules of Order, Newly Revised unless otherwise specified or addressed, and approved by a super majority (67% vote).

Voting Procedures: Voting shall be according to Standard 1: Rules of Order. Voting options shall include yes, no, recuse, and abstain as desired by each individual. All Council members must declare any potential or real conflict of interest as known prior to any vote being taken. The capture of votes shall occur as follows:

- In person meetings votes shall be performed by a simple call for vote and raising of hands or other visible action.
- Virtual meetings (e.g. computer based) voting shall be performed by a roll call of each individual present for a verbal response.
- The Chair may call for a private vote for in person or virtual meetings as determined to be necessary.
- Should voting by electronic means be necessary in between meetings, (e.g. email vote) these votes shall require a 100% response of all available Council members for the result to be counted. All electronic votes shall be conducted with full privacy.
- All decisions that require a vote shall be conducted in a manner to capture discussion of items prior to voting.
- The Chair shall not vote unless there is a tie vote.

Minutes: All meetings shall have minutes taken by Certification Staff or designee. These shall be reviewed by the Officers on completion of the meeting, and made available in an appropriate location for all Council members. Minutes shall not be publicly posted.

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Executive Session: Should the Officers determine a need for a meeting or portion of a meeting to occur as an Executive Session (absent of Certification staff), the minutes shall reflect only that an Executive Session was held. It is the responsibility of the Officers to notify Certification staff of any meeting held solely for an Executive Session for purposes of recording the occurrence of the meeting only. Officers shall be responsible for maintaining appropriate records for any Executive Session.

The above rules apply to the Subcommittees and Working Groups.

**SCOPE/APPLICABILITY:**

This Standing Rule shall apply to all meetings of the Certification Council.

**PROCEDURES TO ENSURE COMPLIANCE:**

Certification staff shall:

- All required meetings are scheduled and agendas created and sent.
- Minutes are captured for each meeting.
- Robert's Rules are followed for each meeting.
- All votes are captured as described if a quorum exists, or by electronic vote as required.
- Reporting all results to the Council.
- Information is disseminated as needed to support decisions.

**SUPPORTING/REFERENCE DOCUMENTATION:**

- Robert's Rules of Order, Newly Revised

**RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:**

- Standing Rule 1: Rules of Order
- Standing Rule 5: Responsibilities

**ASSOCIATED NCCA STANDARD(S):**

- 2, 2E

**POSTED PUBLICLY: YES**