



Association of Child Life Professionals Operational Policy and Procedure

SUBJECT: 10.0 CLCC MEETINGS

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POLICIES

10.01 Meetings

The CLCC will meet monthly. The CLCC may choose to meet more often as needed to conduct its business with a two-week notification to CLCC members. Meetings of the CLCC are held by teleconference or at a location determined by the Director of Certification/Staff Liaison.

Members of the CLCC may participate in meetings by teleconference or similar communications equipment by which all persons participating in the meeting can hear one another. Such meetings are deemed official as long as a quorum exists. All actions taken at the meeting conducted by such means are permanently retained and filed as part of the minutes and/or other written records of the CLCC proceedings.

Once elected, new Commissioners as well as transitioning officers will be invited to attend Commission meetings for the period prior to assuming their roles on the CLCC.

CLCC Members are expected to consistently attend scheduled meetings, respond in a timely manner to communications, and fully participate in discussions. The rules of order in the current edition of Robert's Rules of Order governs the conduct of all CLCC meetings.

Executive Committee Meetings

Executive Committee meetings will be called as needed for communication exchange or when there is an ethics appeal.

Executive Committee meetings will take place via conference call unless otherwise specified.

New/Approved: 06/2018

Revised:

Title/Manual

CLCC POLICIES MANUAL/GOVERNANCE POLICIES/10.0 CLCC MEETINGS

All actions taken at the meeting conducted by such means are permanently retained and filed as part of the minutes and/or other written records of the CLCC proceedings.

The Chairperson shall preside over meetings and with the aid of the Director of Certification/Staff Liaison is responsible for meeting duties such as preparing meeting agendas, leading and documenting meetings, reporting findings to the Director of Certification/Staff Liaison and scheduling quarterly and annual business meetings.

The Chairperson may delegate certain administrative tasks to the Director of Certification/Staff Liaison.

10.02 Agenda

The Chairperson and the Chairperson-Elect develop the agenda for the CLCC meetings. Any CLCC member wishing to place items on the agenda of any meeting of the CLCC shall send such items to the Director of Certification/Staff Liaison for receipt no later than two (2) weeks before the meeting date. The Chair has the authority to accept or reject items proposed for the agenda. Final agenda and subsequent meeting materials are to be sent to the CLCC no later than one (1) week prior to the next scheduled meeting.

10.03 Minutes

The Chairperson-Elect is responsible for recording the proceedings of the CLCC and Executive Committee meetings; and maintaining a current record of all motions made by the CLCC unless so assigned to the Director of Certification/Staff Liaison, subject to the Chairperson's review and final approval by the CLCC at its next scheduled meeting.

Official proceedings should:

- Include action items highlighted as part of the minutes.
- Be distributed as a draft to the CLCC within one week of the meeting, with the final version stored officially one week prior to the next meeting.

The CLCC conducts a vote to approve and/or correct and approve the minutes (official proceedings) from the previous meeting at start of each meeting.

10.04 Quorum

At any meeting of the CLCC and/or Executive Committee, the majority of the voting members shall constitute a quorum for the transaction of the business. Any such business thus transacted shall be valid, providing it is affirmatively passed by a majority of those present.

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10.05 Voting

At any meeting of the CLCC, a CLCC member participates and votes only when present in person or by teleconference or similar communication equipment. Each CLCC member (except for the Chairperson and the ACLP board member) has one vote. In the event of a tie, the Chairperson casts the deciding vote. All actions voted on by the CLCC require a majority vote, this includes enactment or revision of certification policies, procedures and requirements, removal of a CLCC member holding office or other CLCC members and the establishment of standing committees. Action taken by voice vote during a meeting by teleconference is a valid action of the CLCC and shall be reported in the minutes of the meeting. Votes taken during ad hoc meetings shall be reported in the minutes of the following official meeting of CLCC.

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