

GUIDELINES/BY-LAWS (Logistical Decisions)

- QUORUM: Number of people who must be present to have a meeting? May want it to be low, but higher to vote or make decisions.
- Establish RESPONSIBILITIES of LEAB members. E.g.:
 - Est purpose of LEAB, and maintain focus on representing interests of all the people LEAB is intending to represent);
 - Designate or elect chairperson or president?
 - Monitor and contribute regarding plans to meet LEAB's goals.
 - Establish annual LEAB goals/focus area(s).
 - Be aware/talk to others about joining LEAB; maintain LEAB culture of respect and participation and remove non-participating members.
 - Marketing of CoC/services in community?
 - Evaluate programs?
 - Consider providing information or opinions upon request for CoC/other body.
- Meetings: Where? When & how to decide when? How to obtain transportation vouchers and get them to members? Who can help organize meals/snacks for meetings? Liaison in existing org to help with meeting details such as any room closures, etc.? Frequency? (can be more to get it off the ground and establish by-laws, then less frequent after established.)
- Revisit by-laws annually. Can establish a few people as subcommittee to do that.
- Can have some “**Dos and Don'ts**”/**Agreements** such as Pitch in, Be willing to contribute your ideas, Get acquainted with others on the LEAB, Speak up when you agree or disagree with others, Leave any disagreements at the meeting, Ask questions, etc.
- Can have Code of Ethics everyone subscribes to including confidentiality, focusing efforts within LEAB to support its mission, don't use position for personal advantage...
- Who will be in charge of creating agendas and leading each LEAB meeting? Some subcommittee or a single person? Who tracks information for meetings and attendance? Who takes minutes and where are they stored? Are these public, shared only with partner agency, or private to LEAB members?
- Conducting meetings & Decision Making: use Robert's Rules of Order, or something else?
https://www.afsc.noaa.gov/education/activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf Or draft something simpler? Or just cheat sheet for meetings to get things started.

- Structure: Location within SCC system? Could be a formal committee within the CoC.