

RTAC Committee Guidelines

1. Meetings will be held at the request of the Board of Directors, the Committee Chairman or by a majority of the Committee members.
2. Committees are expected to use the formal [Committee Report Form](#) when providing information about a committee's activities.
3. Committee chairpersons should file their report with the Executive Director no later than the Thursday prior to the scheduled meeting of the Board of Directors (generally the last Thursday of the month).
4. If a Committee chairperson wants to schedule a date/time/location for a Committee meeting, please contact the Executive Director for that purpose no later than five days prior to the requested meeting. The greater the lead time, the more likely one can secure the desired date and/or location.
5. While in person meetings are encouraged, a Committee may utilize electronic media for a meeting and in developing its report.
6. Unless dealing with personnel, scheduled committee meetings are open to the general membership.

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