Task Force on NCUC Procedural Rules- Planning Meeting

February 7, 2017 14.00 UTC
Meeting Agenda

• My email schedule
• Introduction to the Task Force
• Timeline
• Selection of Processes
• AOB
My Email Schedule

• I send and respond to emails:
  • Tuesday- Friday
  • 13.00-17.00 UTC
  • 03.00-05.00 UTC

• If you need to get in contact with me outside of those hours please put ‘[URGENT]’ in the subject line

• I will try to respond in 8-12 hours of the email being received if it is directly sent to me

• Task Force Update emails will be sent weekly on Wednesdays between 13.00-17.00 UTC
Introduction to the Task Force

• Scheduling
• Meetings
• Participation
• Self-Assignments (1-3)
Task Force Timeline

First Meeting - February 7th:
- Discuss procedural areas
- Self-assignment of procedural areas

Week of February 20th Meeting #2
- Google Doc and Listserv development of the procedures

Week of February 27th Meeting #3
- Go over developments in Google Doc and Listserv

Week of March 6th Meeting #4
- Vote on Final Set of Procedures to be submitted for comment

March 8th Presentation of Procedures to NCUC

NCUC-EC Approval after Copenhagen
Processes

- Appointments and Voting Process (Anna,)
- Treasurer Reporting Process
- Trip Selection Process
- Rules for Policy Statements and Public Comments (Rafik, James?)
- Sending and Replying to Emails
- Outreach Events
- Timeline and Meeting Schedule (Anna,)
- Other Processes?
AOB and Planning for Next Meeting

• Next meeting will be on Tuesday 21 February, 2017 at 13.00 UTC
• List reminder and call for participation on the Google Doc will go out on:
  • Wednesdays between 13.00-17.00 UTC
• By next meeting please have a (very) rough draft of the procedures in your selected area. I will follow up with you before the meeting to check-in