

CSI Teleconferencing

Effective Date: January 17, 2007

Goal: To track and to budget appropriately CSI teleconferencing.

Teleconferencing is becoming increasingly popular among committee chairs and can be a valuable tool to promote committee activity. As well, teleconference can be expensive and may have budget implications.

Policy:

1. Bylaw rules regarding meetings is in effect for a CSI meeting held by telephone. This includes notice, quorum, etc. The specific bylaw reference to equipment is listed below.
2. 7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any division, committee or sub-committee may participate in a meeting of the division, committee or sub-committee through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
3. Committee chairs will include teleconference costs in their budget requests for approval from the budget committee and will exercise fiscal restraint and limit discussion to agenda items and related topics.

Procedure:

1. Suitability: Committee chair should determine if the meeting agenda is suitable for a teleconference.
2. Plan in advance: Committee member should give notice as defined by bylaws and, as common practice dictates, should be posted on the LSC website.
3. Request: Committee chairs should fill out a CSI Teleconference Request [to be developed and posted online by administrator] in advance and submit it to the office. CSI administrator will make arrangements with teleconferencing company and provide call-in information to committee chair.
4. Agendas: Agenda should be submitted to members and CSI office in advance. CSI is a transparent organization. Members and interested parties should know in advance what will be discussed at the teleconference.
5. Minutes: Meeting minutes should state that meeting was held via teleconference, the start time and time of adjournment.