

Expectations for Committee Involvement

Meeting Etiquette

- Please mute yourself unless speaking
- Please be respectful of your fellow committee members; no interrupting, hands raised, respectful voices
- If regular disruptive behavior occurs, Committee leadership will discuss with you one-on-one. If it is not resolved, you will be removed from the Committee.

Committee Meeting Involvement

- Please attend as many regular meetings as possible and lend your voice in active participation.
- **If you have a conflict and cannot attend a meeting, inform your Committee chair/co-chair. Declining the invitation will not inform them of your absence.**
- If you miss two or more meetings in a row, Committee leadership will reach out to discuss the situation and/or a solution.
- If you miss three or more meetings in a row and are unresponsive to email, Committee leaders and the Board Liaison will discuss next steps. A letter will be sent from NACNS leadership to request a response within two weeks. If no response is received, the member will be removed from the Committee.

Have Fun!