

Steering Committee Responsibilities Decisions and Attendance

- Decisions**
1. Make a motion – state clearly
 2. Second the motion
 - a. If applicable, amend motion, accept amendment
 3. Chair calls for consensus

Chair asks for each person’s overall feeling of consensus and their comment.

Consensus options

<i>Thumb’s up</i>	<i>Fully support</i>	
<i>2 fingers</i>	<i>Mostly support</i>	
<i>3 fingers</i>	<i>Neutral</i>	
<i>4 fingers</i>	<i>Don’t support but will not block</i>	<i>DECISION CARRIES</i>
<i>Hand up</i>	<i>Don’t support and will block (Stop!)</i>	<i>DECISION BLOCKED</i>

If you have to be absent

If you cannot make it to a meeting, please call the other two members of your sub-basin or at-large trio to make sure they are going. Give comments on particular agenda items to them. It’s best to do it in writing to help them remember. The minutes from the meeting will reflect if your comments were made and you can check in with the people from your sub-basin that participated in the meeting.

If a member from your sub-basin or at-large trio is absent

Please pick up handouts for them and let them know what transpired at the meeting that you think they will be particularly interested in. (You can take home a postage-paid envelope to mail papers to them if you’d like).

General role and responsibilities

Thanks in advance for every thing you do for this council. It is hard work to maintain a volunteer group’s energy and success and we’ve done great so far. The Steering Committee is charged with providing leadership and guidance for big-picture and policy items as well as some details. We’re in charge of making the whole thing work. As you see other people take on duties, please help them to fulfill those commitments by checking in with them, offering help, and thanking them often.