



## **POLICIES & PROCEDURES: Committees and Groups**

### **MESA GROUP NAME DEFINITIONS**

- Committee
  - A standing or permanent committee, with a continued existence, formed to do specific work on an ongoing basis.
- Sub-Committee
  - A subordinate committee composed of members appointed from an established committee that is formed to work on a specific task or area of responsibility for a specified time period. The parent committee will oversee the sub-committee.
- Working Group
  - A group that must produce deliverables such as white papers, guidebooks, webcasts, etc. They may be in existence for a specified amount of time, or remain active as long as the members are working on deliverables related to the group's charter. The International Board or Executive Committee will designate a Committee or Sub-Committee to oversee each Working Group.
- Special Interest Group (SIG)
  - A community with an interest in advancing a specific area of knowledge or learning where group members cooperate to affect or to produce solutions within their particular field or region. There is no intellectual property publishing requirement for a Special Interest Group. The International Board or Executive Committee will designate a group to oversee each SIG.

### **LIFECYCLE**

Individuals interested in forming a MESA committee, sub-committee, working group or special interest group must make initial contact with MESA's Executive Director (Brandy Richardson – [brandy@mesa.org](mailto:brandy@mesa.org)). The International Board or a designated group will evaluate the application and move the request through the review process.

- Formation
  - Application Process:
    - Applicant for the group to submit a written charter to MESA's Executive Director that outlines the type of group they want to form (committee, sub-committee, WG or SIG), the purpose of the group, profile of proposed members, goals (such as development of a white paper, guidebook, webcast, or other content), and timeframe for existence of the group. Per MESA bylaws, at least one MESA board member must participate within each committee (this requirement does not apply to sub-committees, working groups and SIGs). If a new committee chairperson is not serving on the International Board, they will become an officio, non-voting Board Member at Large. MESA's International Board or designated group must approve the establishment of any new group.
  - Development:

- Each group is responsible for recruiting members that fit the outlined member profile, with the assistance of MESA Headquarters. Groups cannot exclude individuals from joining that fit the profile and meet the membership requirement.
- MESA HQ will assist with group development in the following ways:
  - Announcement of formation of new group in email blast and/or enewsletter.
  - Listing on MESA website Committees & Activities page or Regional Groups page with sign-up option.
  - For newly developing Regional SIGs, the SIG chair will be provided with a list of member contacts in the region upon request, and will be required to sign a document agreeing to contact the members for MESA business only.
- Dissolution
  - Group progress will be monitored by the International Board or a designated group. Groups may be dissolved by MESA due to lack of activity and/or relevance. This is solely at the discretion of MESA International.
  - Participants from a group may be removed from the group if they do not follow MESA's published Committees and Groups Policies & Procedures, or if they do not participate for more than 2 months. If a group participant is acting in a disruptive manner, the group's chairperson should bring a recommendation to the International Board that the person no longer be allowed to participate.
  - The progress of sub-committees and working groups will be monitored against any designated timeframe for the existence of the group. The group will be dissolved at the end of the designated timeframe unless a revised application is submitted and approved by the board.

## **REQUIREMENTS**

- As indicated in the (draft version) MESA Code of Conduct, all MESA Committees, Sub-Committees, Working and Special Interest Groups must protect the core MESA tenant against commercialism. The MESA community is a safe place for practitioners to openly share knowledge and best practices without real or presumed commercial pressure.
- All group members must be MESA members (with the exception of the XML Working Group). Link to [www.mesa.org](http://www.mesa.org) to sign up on-line. All MESA members agree to act in accordance with all MESA Policies and Procedures.
- All groups must have a chairperson.
- At least one board member must regularly participate with committees and working groups. The designated Board member must not be absent from activity for more than 2 months.
- All groups shall determine their own organization, processes and time and places of meeting, unless otherwise directed by the International Board. Any action taken by any group shall be subject to alteration or revocation by the Board; provided, however, that third parties shall not be prejudiced by such alteration or revocation.
- Any intellectual property that the group develops is subject to MESA's Intellectual Property Policy (to be developed by MESA) and the Policies & Procedures of MESA's Technical Committee.

## **OPERATIONS PROCEDURES**

- Administrative Management
  - The chairperson of each group will assume administrative responsibility for the group. Chair people of committees and working groups may be eligible for administrative assistance from MESA HQ. Any desired administrative assistance should be requested during the application process.

- Collaboration Resources
  - A MESA collaboration tool will be provided for each group's use. The group is prohibited from using another tool from similar sites owned by a group member's company to avoid a conflict of interest.
- MESA Website
  - Groups are responsible for providing updated content for public pages on MESA's website specific to the group's activities in a timely manner. Content must be reviewed/updated quarterly.
- Marketing
  - Groups are responsible for following MESA's Marketing Policies regarding use of logo, Keystone Sponsor recognition, etc. (policy to be developed by MESA)
  - Each group, based on its needs, should consider naming a group member to serve as a liaison with or become an active member of the Marketing Committee to assist with identifying and coordinating marketing activities to support the group.
- Meetings
  - Meetings, virtual or face to face, are to be scheduled at the discretion of the group.
  - Meeting Agenda to be prepared, sent to the group, and posted on the group's collaboration site at least 2 days prior to each meeting.
  - Before a vote of the group can be taken, a majority of the group members must be in attendance at a virtual or face to face meeting. Then a majority of those in attendance must vote in favor of a motion for it to pass.
- Reporting
  - Meeting Minutes to be prepared within one week after each meeting, sent to all group members and the chair of any parent group, and posted on the group's collaboration site. Minutes to include a record of all meeting attendees, status update on action items, decisions, and any additional agenda items.
  - Each committee chairperson is expected to provide a thorough report for their committee and any sub-groups they are responsible for during quarterly International Board meetings. The report should include a progress report on activities and plans related to the group's charter, and any requests for assistance.
  - Each group chairperson is required to provide an updated group charter to MESA's Executive Director (Brandy Richardson – [brandy@mesa.org](mailto:brandy@mesa.org)) by December 31 of each year for review by the International Board or designated group during their January meeting.

## **BUDGET**

- Any requests for funding should be directed to the Executive Committee. Usage of funds will be subject to MESA policy and reporting requirements (to be developed by MESA).
- Sponsorship of group activities
  - Groups may opt to secure sponsors to fund initiatives and staffing. Contact MESA President or Executive Director for guidelines and to submit proposal.
- Sponsorship of administrative support
  - Groups may request sponsorship to fund MESA HQ administrative support, if the International Board does not choose to provide it. Guidelines for sponsorship and final approval of proposed sponsors will come from the MESA President or Executive Committee.

Approved May 5, 2014