

Overview of CCRI Governance Processes

Proposals submitted to committee chair a minimum of **10 business days prior** to meeting date in order for chair to develop meeting agenda using the approved agenda/minutes template.

Committee chair submits agenda and any attachments to designated **COMPLIANCE FACILITATOR** for posting on CCRI Governance website a minimum of **5 business days prior** to meeting date.

Committee members review agenda and attachments in advance of meeting date.

Committee meets on appointed date and votes on action items.
Meeting minutes/ attendance/ action items are recorded by secretary.

Meeting minutes are posted on the CCRI Governance webpages within **5 business days** of the approval of the minutes

Approved **ACTION ITEMS** are forwarded to the senior officer within **5 business days** of the adjournment of the meeting.

Senior officer submits approved action items to next scheduled President's Council meeting for consideration.
(Senior officer will convene chairs of committees in his/her area if requested by committee chair)
President reviews submissions and approves / denies.

Approved committee items on agenda/minutes template approved by President will be sent to committee chairperson for posting on CCRI Governance webpage.