



## Procedure

For all DRCOG standing committee meetings, the appropriate division director will consult with the executive director and the committee chair. If it is mutually agreed to cancel a meeting, the division director or designee is responsible for notifying invitees.

The division director or designee (see list above) will ensure the following notification methods are employed:

1. Send a direct email to all committee meeting participants.
2. Tweet a notice about the cancellation.
3. Update the meeting calendar on [drcog.org](http://drcog.org).

When the cancellation is due to inclement weather or an emergency that also results in a closure of the DRCOG office, the 303-455-1000 recording announcing the closure will note all meetings scheduled for that day have been cancelled. **Note:** This recording will be changed by Administration and Finance staff the next workday.

All employees are responsible for complying with this policy. Supervisors and division directors are responsible for communicating and enforcing this policy.

In communicating with DRCOG's various audiences about meeting cancellations, the following language may be used:

*DRCOG recognizes there may be times when a meeting needs to be cancelled. To check for meeting cancellations, please refer to one or more of the following.*

1. *Visit the DRCOG website, [drcog.org](http://drcog.org), and check the meeting on the DRCOG calendar for a cancellation announcement.*
2. *Check your email inbox: DRCOG's staff makes every effort to send a notice of cancellation as soon as possible.*
3. *If you follow DRCOG on Twitter, check [@DRCOGorg](https://twitter.com/DRCOGorg) for tweets about meeting cancellations.*