

Policy and procedure

Approved: Executive Director

Subject: Meeting Cancellation Notification for Standing Committees

Questions: Steve Erickson, Communications and Marketing Director

General

Notice of DRCOG meetings is made public, in accordance with Colorado's Open Meetings Laws. There may be times when canceling an advertised meeting may occur, such as, but not limited to when:

- There is no business to conduct.
- It is known in advance a quorum will not be present.
- A meeting falls on a holiday.
- Inclement weather or another emergency occurs.

Under these or other similar circumstances, the DRCOG executive director or other assigned staff, in consultation with the committee chair, is authorized to cancel meetings. When meetings are canceled, staff will notify committee members and alternates (if applicable) in a variety of ways.

Purpose

This policy sets the notification process and procedures for meeting cancellations of DRCOG standing committees.

Policy

Notice of cancellations will be provided as soon as possible, but **no later than two hours before meeting start time**.

DRCOG committees affected by this policy, and the responsible staff person, include:

Board of Directors	executive director
Board work session	executive director
Finance and Budget Committee	executive director
Performance and Engagement Committee	executive director
Advisory Committee on Aging	Area Agency on Aging director
Regional Transportation Committee	Transportation Planning and Operations director
Transportation Advisory Committee	Transportation Planning and Operations director
Nominating Committee	executive director
Executive Committee meetings	executive director

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.

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, 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.
- If you follow DRCOG on Twitter, check <u>@DRCOGorg</u> for tweets about meeting cancellations.