United States Judo Federation

National Promotion Committee

It is the intent of these guidelines to provide a framework for conducting the USJF Promotion Committee
meetings effectively and ensuring that all members are treated fairly and respectfully.

Standard Operating Procedure for When a Meeting is Open or Closed

The standard operating procedure for meetings can vary based on the type of meeting and our organization policies.

- **Open Meetings**: In general , all of the United States Judo Federation Promotion Committee meetings shall be considered open meetings.
  These meetings are typically open to the public and are designed to be transparent a nd inclusive. Any one in attendance who is not on the USJF Promotion Committee is considered to be an observer and does not have any voting rights or privileges. An open general meeting can become closed when sensitive personal information about an individual being considered for promotion is being discussed. It is the sole discretion of the USJF PC if the meeting should be closed. If closed, guests/observers shall leave the room and the meeting shall become a closed meeting. All meetings shall be closed, whether live, virtual or hybrid, during actual voting on candidates

- **Closed Meeting(s)**: These meetings are private and not open to the public. Only members of the USJF promotion Committee can attend closed meetings.
  They are often used to discuss sensitive or confidential information, such as person nal matters, legal issues, . Closed meetings require a quorum to proceed and are ty pically held behind closed doors. It is the discretion of the USJF PC if the meeting should be closed and guests/observers are asked to leave the room.

- **Meeting Structure**: Meetings can be run informally or according to a set of rules kno wn as Standing Orders. The key to a well-
  run meeting is having a chairperson with good skills and knowledge regarding the pr eparation and running of the meeting.

- **Meeting Procedures**: Meeting procedures can include setting up the meeting site, p reparing meeting materials, and ensuring all members have the necessary informati on to attend. The meeting may follow Roberts Rules of Order or any other meeting process that, in committee's sole discretion,works best for the committee and the platform being used.

- **Quorum**: A quorum is the minimum number of members required to conduct a valid meeting. It is essential to ensure that a quorum is present to avoid any potential disr uptions or delays in the meeting.

- **Meeting Minutes**: After the meeting, the minutes from the meeting will be transcribed into document. All of the decisions made and the actions taken will be documented. This will help ensure that all members of the USJF Promotional Committee are aware of the outcomes of the meeting and can refer to them in the future.

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National Promotion Committee

Standard Operating Procedure (SOP)

OPERATE A MEETING & VIRTUAL MEETING GUIDANCE

PURPOSE

This standard operating procedure (SOP) establishes a process for operating a meeting.

SPECIFIC PROCEDURES

1. Before the meeting:

    a. Agenda, Set date/time, Location

        i. Determine if the meeting will be open/closed/partially closed. (See meeting guidance)

        ii. Determine the objective of your meeting.

        iii. Arrange meetings that are reasonably accessible and at convenient locations and times. If the meeting is virtual, ensure all members have the all the pertinent information needed to attend.

        iv. Ensure a meeting notice is sent to all members at least 15 days prior to the meeting day.

        v. Prepare appropriate meeting materials.

2. Meeting format

    a. Agenda will include, but is not limited to the following orders of business:

        i. call to order, establish quorum, moment of silence

        ii. adopt agenda

        iii. review and approve past minutes

        iv. Candidates to be considered for promotion

        v. Old business

        vi. New business

vii. Other topics of discussion

viii. next meeting date and location

ix. Closing

3. During the meeting:

a. Setup, Guidelines, Transcriber

i. Ensure the meeting site is set up before committee members begin arriving. (Be prepared to help them upon arrival, as well – finding the room, giving directions, etc.) If the meeting is virtual, ensure platform or teleconference line is functioning properly. Advise those listening on what to expect, and guidelines for operating on the virtual platform.

ii. The meeting may follow Roberts Rules of Order or any other meeting process that, in committee's sole discretion, works best for the committee and the platform being used.

iii. The PC Chair must ensure the committee stays on task according to the Agenda.

iv. Provide adequate time for the comment period

4. After the meeting:

a. Clean-up, Website,

i. If the meeting is held in-person, ensure all materials are collected and the area is cleaned up. Ensure that materials used during the meeting are cleared from the space used.

ii. Provide meeting minutes to all committee members

iii. Ensure that all of the details of the meeting were captured int the minutes

VIRTUAL MEETING GUIDANCE:

1. Select a platform that is accessible to others that they are also familiar with, includes the features required for the operation of the meeting and is compatible with the necessary communications.(Microsoft Teams, WebEx, Zoom).

2. Email virtual meeting connection information to all committee members

3. Complete a pre-check/test run prior to the day of the meeting.

4. Check A/V settings

5. Ensure materials are in an accessible format and shared prior to the meeting.

6. Establish acceptable etiquette. Example: “Mute your microphone if you are not speaking”, or “State your name prior to speaking”