

Zaragoza DRAFT SOP
January 2025
Preparation of Minutes

AS EQAC does not have a secretary, each EQAC member is expected to take minutes one (or more) times a year.

The notetaker should follow the EQAC minute template. Staff will help to identify visitors from the meeting sign-in list and county staff who attend meetings. The minutes are intended to capture all motions made and votes taken (including vote counts) and provide a high-level general summary of meeting discussions.

The notetaker should submit their draft to the chair for review 2 weeks in advance of the next EQAC meeting. If the chair has any comments, they will be shared with the notetaker. If there is a difference in opinion between the notetaker and the chair, the video will be consulted to assure accuracy. The chair will forward the draft minutes to staff for posting on the Wednesday preceding the EQAC meeting.

Should an EQAC member seek correction to the minutes, they should have reviewed the video and provide a citation (in terms of time in the video) to show the error. An EQAC member may also suggest a change that is not an error, and such recommendations shall go to the notetaker in advance of the meeting. If the notetaker does not accept the proposed change, the matter will be resolved at the EQAC meeting.

EQAC will discuss and determine, by vote of the members, the most representative version of the proposed minutes of an EQAC meeting. Only one set of meeting minutes may be approved for a particular EQAC meeting.

Direction to Staff

The chair, or the vice-chair in the absence of the chair, is the primary contact for staff. The chair provides direction on the posting of meeting materials or other activities in support of EQAC. Requests of staff should be coordinated with the chair as much as possible to keep the chair informed of activities and help avoid providing staff with conflicting direction. This is especially important for non-administrative tasks and requests as well as those outside the purview of OEEC.

EQAC members are encouraged to coordinate with the chair to prepare for meetings by requesting topics to be covered in meetings and questions for presenters. EQAC members should request assistance with contacts and associated information that will help with the preparation of chapter materials.

EQAC members should inform staff if they are involved in a meeting that may involve 3 or more EQAC members, to assure compliance with the Virginia Freedom of Information Act. Because a notice for the meeting will be required and a room may need to be reserved, staff should get as much notice as soon as possible but a minimum of a week is expected.

Representing EQAC

Any member making a statement in the name of EQAC, or seeking input from a group on behalf of EQAC, may only do so with the agreement of the Council itself. Moreover, should an issue be actively under consideration before EQAC, an individual EQAC member shall not seek information or input on their proposals without agreement by the Council.

As part of the responsibility to prepare for meetings, the chair will coordinate with OEEC staff and may also coordinate with presenters/potential presenters and others to help meetings flow more smoothly.