



Using the IEMG meeting agenda template

1. Each jurisdiction to indicate the name and title of official representative to the meeting in advance
2. Invited guests to be confirmed and listed under the “Guest” section.
3. Jurisdictions to send in agenda items to the recording secretary at least 14 calendar days in advance of meeting date for regular meetings and 2 calendar days in advance of teleconference calls and special meetings.
4. Recording Secretary to assemble draft agenda and forward to co-chairs at least 60 days in advance of regular meeting.
5. Co-chairs to review and approve agendas in advance of distribution
6. Documents supporting agenda items are to be circulated to participants with the agenda where possible.
7. Additional agenda items may be added at the discretion of the co-chairs
8. A quorum is required for any meeting to be deemed official.
9. **Need a decision from the Board regarding Proxy voting.**