

## **WRIS Advisory Group Meeting: 14-15 July 2008**

### **Charter/Business Protocol**

#### **Agenda item: No. III *WRIS Advisory Group Charter Discussion***

#### **Issues for Discussion:**

##### **Governance**

1. Who should have the primary agenda-setting responsibilities?
2. Should the Advisory Group have officers? If so, should there be a process for the election? What should be the roles and responsibilities of the officers?
3. Should business be conducted in accordance with the principle of "one state, one vote?"
4. Will proxy voting be authorized when a state's representation is not available to cast a vote?
5. Should the Charter/Business Protocol permit organization of *ad hoc* and standing committees?
6. If so, what committees are needed?
7. How would committee membership be determined?
8. How should the roles and responsibilities of standing committees be determined?

##### **Meeting Management**

1. Who should be permitted to attend the meetings of the Advisory Group?
2. How should ETA provide notice of the Advisory Group meetings?

##### **Decision-Making**

1. How should the process of decision-making and proposing recommendations be managed?
2. Which issues would require a vote and which issues might be decided some other way.

## **RELEVANT SECTIONS FROM WRIS DATA SHARING AGREEMENT (as amended April 9, 2008)**

### **V. WRIS Governance:**

A WRIS Advisory Group will be established to provide a venue for communication, discussion of WRIS operations, recommendations for improvement, and other WRIS-related policy and operational issues.

#### **A. Membership: The Advisory Group shall consist of:**

1. Signatory states: Each state that is a party to the Agreement may designate up to two (2) representatives, who must be state employees, to represent its state on the Advisory Group.
2. Employment and Training Administration: ETA shall designate one (1) officer or employee representative to the Advisory Group. Additionally, ETA shall provide up to five (5) staff to support the Advisory Group as part of ETA's roles and responsibilities defined in Subsection C below and elsewhere in the Agreement.
3. Operations Contractor: The WRIS Operations Contractor will be invited to participate in the Advisory Group meetings, but will not be an official member of the Advisory Group.

#### **B. Meetings and Communication:**

1. The Advisory Group will convene each calendar quarter. Meetings will be held in-person biannually and via conference call during the two calendar quarters an in-person meeting isn't scheduled. In-person meetings will be held in conjunction with other meetings to conserve state travel resources to the extent possible.
2. Additional in-person meetings or conference calls may be convened upon the majority concurrence of the Advisory Group.

#### **C. Roles and Responsibilities:**

1. Signatory States: Shall be active participants in the Advisory Group, and shall provide timely feedback as requested.
2. Employment and Training Administration:
  - a) Will provide timely logistical support to the Advisory Group: e.g., notice of meetings, draft agendas, meeting minutes.
  - b) After each meeting or call, ETA shall provide a draft of the meeting report or conference call no later than five (5) business days after the meeting or call. Advisory Group members will have five (5) business days to comment on the draft, or provide their concurrence.