Committee Orientation

Administrative Concerns
Parliamentary Procedures

VIS Working Group Roster

- Currently circulating – keep moving.
- Please review and provide any changes.
- If you have an assistant or someone else who manages your calendar, please add their contact information and I will add them to the mailing list.
- Send any future changes to me by email.

Meeting Preparation

- Federal Register Notice:
  - A notice for each meeting will be published in the *Federal Register* at least 15 days in advance of the meeting.
- Scheduling Meetings:
  - Determining dates of meetings can be tricky.
  - Generally, we will select several sets of dates and poll members for their availability.
  - We select the date when the majority are available to attend.
- Meeting documents:
  - Information packets for meeting preparation will be provided at least 15 days in advance or earlier, whenever possible.

Meeting & Lodging

- PHMSA will reserve meeting space and a hotel for committee meetings.
- You are required to make your own hotel reservations.
- Hotel reservations must be guaranteed on your personal credit card.

Invitational Travel

Federal Travel Reimbursement:

- Travel is reimbursed up to the limits allowed by the Federal Travel Regulations.
- Travel information can be found on the General Services Administration's website: http://www.gsa.gov/portal/category/21283

Travel Authorization/Arrangements

Airline/rail reservations:

- PHMSA must make airline or rail reservations and complete a Federal travel authorization for invitational travel. Do not make your own airline or rail reservations.
- Airline reservations are based on government contract airfares and selected contract carriers.

Itinerary and travel authorization:

- After your reservations are made, you will receive an electronic copy of your travel itinerary.
- Review and approve the itinerary and return.
- Federal guidelines state that you should carry the Travel Authorization with you.

E-ticket:

- Once your travel itinerary is approved, a Travel Authorization and **E-ticket** will be sent to you.
- Keep your E-ticket receipt to submit it with your travel reimbursement.

Meals and Incidentals

- The reimbursement for meals and incidentals (M&IE) is determined based on the meeting location and Federal travel regulations.
- You will receive a specific amount for a full day except the first and last day of your travel. On the first and last day you will be reimbursed three quarters of the M&IE.
- Parking at the airport, tolls, taxi/shuttle service, and mileage from your home to the airport and return <u>will be reimbursed</u>.
- Receipts <u>are required</u> for any of these expenses that total $50.00 or more.
- You are responsible for telephone calls made while on invitational travel.
- PHMSA <u>will not</u> reimburse the use of rental cars.

Travel Reimbursement

- Travel Reimbursement Form: You will receive a form to complete to help us file for reimbursements.
- Please complete the Travel Reimbursement Form and submit it within two weeks after traveling.
- The following receipts are required
- Airline ticket invoice
  - Itemized hotel bill
  - Parking, tolls, taxi/shuttle service expenses exceeding $50.00
- You do not need to submit receipts for meals.
- All Federal travel reimbursements are made by direct deposit.
- Reimbursement takes three to four weeks.

Travel Questions –

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Parliamentary Procedure

- Robert's Rules of Order is the standard for facilitating discussions and group decision-making; the full set of the rules are complicated.
- This committee is free to discuss the use of Robert's Rules of Order, use a modified version of them or find another suitable process that encourages fairness and participation.
- For a committee or board meeting, often only four motions are used:
  - To introduce (motion).
  - To change a motion (amend).
  - To adopt (accept a report without discussion).
  - To adjourn (end the meeting).

Motions – Quick Reference

- Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that....."). A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

- Amend: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

Motions – Quick Reference

- Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue"). A second is needed and a majority vote required to table the item being discussed.

- Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Questions?

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