

## Committee procedure and protocols (draft)

This is from the Space Priorities Working Group website, and could serve as a useful model for us:

The Working Group engaged in a discussion of various internal procedures and protocols, including how to communicate and engage with the NYU and external communities. The Group agreed that its work should be transparent and involve discussion with the NYU and external communities.

- A Web site has been created to post agendas, meeting summaries, and documents reviewed by the Group. The email addresses of individual members, as well as a Comment form, have been added to the site as a means for the Community to communicate with the group.
- Meeting summaries will be posted as soon as possible after meetings. In the interest of speed, these will not be formally approved minutes, but draft minutes prepared and reviewed by a subgroup with rotating membership.
- Reports of group discussions and of suggestions made from those outside the group will be anonymized.
- Meetings will be closed to observers, to minimize distraction and promote collegiality, candor, and efficient communication between Working Group members. Guests may be invited from time to time as agreed by the Group.
- The Group will engage with the community in various ways, which may include: open meetings, town halls, outreach efforts to various stakeholders and units, and other mechanisms. Much discussion was focused on this point as the members debated the merits of each strategy, considering options such as creating subcommittees, convening focused town hall meetings with a specified topic, and having individual members attend departmental faculty meetings. This issue remains open.
- Members from the Faculty Against the Sexton Plan (FASP) will be invited to present at an upcoming meeting of the working Group.
- Among its first discussions, the committee will solicit and consider detailed accounts of the extent and use of existing academic space at NYU