

CMER Ground Rules, Section 3.3.2 – This paragraph will follow CMER Ground Rules, #12.

Regular attendance (may be in person or virtual) and participation at CMER meetings by CMER voting members is crucial to help facilitate the smooth execution of AMP priorities and to maintain the integrity of the process by which important decisions are made at each meeting. When meetings are available in person CMER voting members are encouraged to attend in person when possible. CMER voting members are expected to attend (without proxy) at least 75% of CMER meetings in a fiscal year (July thru June). If a CMER voting member does not meet the 75% attendance threshold, request will be made to the appropriate caucus representative to recommend a new CMER representative for Board approval. If meeting absences persists, the AMPA may request to the FP Board the removal of voting privileges of that CMER voting member.

CMER participants agree to spend the time necessary to prepare for meetings so that their participation is both meaningful and relevant. CMER meeting materials are sent out one week prior to the CMER meeting. CMER participants are expected to review all materials related to action items on the CMER meeting agenda prior to the meeting and come to the meeting with clarifying questions and comments and prepared to take action on all action items that are identified on the meeting agenda and in the SAG requests. When CMER voting members are unprepared (e.g., have not read meeting materials or are not familiar with agenda items), they will refrain from using the CMER meeting time to familiarize themselves with aspects of a product, discussion, or item that they should have prepared for in advance. CMER voting members will not hold up a decision item due to being unprepared.