





the liaison between the Advisory Committee and the BC ELN Steering Committee. The Chair, or designate, will be invited to participate in BC ELN Steering Committee meetings as appropriate.

The outgoing Chair will attempt to find at least one individual to stand as Chair but any other committee members are also welcome to stand for nomination.

## **Procedures**

The Arca Advisory Committee meets 3 times a year, or as required.

Meetings are typically held virtually. Quorum shall be set at 60% of voting members.

Minutes are recorded by the Arca Administrative Centre and approval occurs by email. Meeting minutes are publicly available on the BC ELN website.

All committee correspondence will be distributed on the arca-advisory distribution list.

## **Decision-Making**

Decision-making shall be determined by consensus. If consensus is not achievable, or it is

To promote consensus decision-making there must be:

- Agreement by Advisory Committee members to a transparent process of decision-making

- Active and balanced member participation in committee deliberations and decisions

- Access to relevant, reliable, and timely information for decision-making

- Member support for committee decisions

- Timely communication with members, collecting input for decision-making, and communication of final decisions

## **Subcommittees**

From time to time the Advisory Committee may delegate oversight of a task to a subcommittee under terms of reference set by the Advisory Committee. The subcommittee will then make