

Regional Advisory Committee (RAC) Meeting Procedures

There are typically 2 ETSI-BC RAC meetings per year (June & December). It is important to have quorum at Joint RAC meetings, so projects can be recommended for funding in a timely way. We need at least 10 of 18 RAC members from the Thompson-Okanagan RAC and 7 of 12 RAC members from the Columbia-Kootenay RAC attending each meeting to achieve quorum. To ensure this, the following procedures are recommended:

RAC Member Invitation Procedure

RAC members will be invited to meetings separate from the Alternates, and will receive the following:

1. **Calendar Invite re Joint RAC Meeting**

An Outlook Meeting Invitation will be sent approximately four months in advance to hold the date in their calendars for the Joint RAC Meeting. It will include the following basic agenda items:

- Recommend projects for funding.
- Any changes to the RAC Terms of Reference.
- Other (as needed).

2. **Email Reminder re Joint RAC Meeting**

Two weeks before Joint RAC Meeting date, RAC members will receive an email reminder. They will be asked:

- To RSVP to the calendar invite to confirm that they will attend (if not already done).
- If they decline the invite, ETSI-BC will invite their Alternate if needed.
- If more than one RAC member from your Regional District can't attend, we may not reach quorum. That's why attendance is so important.

3. **RAC Meeting Package Email:**

One week before the Joint RAC Meeting date, RAC members will receive

- The final meeting Agenda and confidential 'RAC Book',
 - The scored list of projects recommended for funding, along with funding options,
- Note: The Agenda will also be added to the Outlook calendar invite.

Alternate RAC Member Invitation Procedure

Currently we have 8 Alternates from the 9 Regional Districts in our service area. One Regional District has opted not to name an Alternate. We will follow this process with Alternates:

1. **Hold the Date Email:**

Four months in advance, we will send a separate email to Alternates informing them:

- The date of the next Joint RAC meeting, so they can hold the date in their calendars
- That we will let the Alternates know 1-2 weeks in advance if they are needed to attend.

2. **Email and Calendar Invite:**

Between one to two weeks before, Alternates who are needed to step in for a RAC Member will be sent an email and a calendar invite for the RAC meeting they need to step in and attend.

3. **RAC Meeting Package Email:**

If the Alternate confirms that they can attend, we will send the Outlook calendar invite, full Agenda, and confidential RAC Book.