Appendix C. V.

CMO Standard Operating Procedure (SOP)

OPERATE A MEETING & VIRTUAL MEETING GUIDANCE

PURPOSE

This standard operating procedure (SOP) establishes a process for operating FACA meeting.

SPECIFIC PROCEDURES

1. Before the meeting:
   a. **Agenda, Set date/time, Location, FRN**
      i. Determine if the meeting will be open/closed/partially closed. (See for closed meeting guidance)
      ii. Determine the objective of your meeting.
      iii. Arrange meetings that are reasonably accessible and at convenient locations and times; if the meeting is virtual, ensure all members have the all the pertinent information needed to attend.
      iv. Ensure a meeting notice is posted to the Federal Register at least 15 days prior to the meeting day.
      v. Prepare appropriate meeting materials.
2. During the meeting:
   a. **Setup, Guidelines, Transcriber**
      i. Ensure meeting site is set up before committee members begin arriving. (Be prepared to help them upon arrival, as well – finding the room, giving directions, etc.) If the meeting is virtual, ensure platform or teleconference line is functioning properly. Advise those listening on what to expect, and guidelines for operating on the virtual platform.
      ii. Meeting may follow Roberts Rules of Order, or any formal meeting process that works best for the committee and the platform being used.
      iii. DFO or Chair must ensure the committee stays on task according to the Agenda.
      iv. Provide adequate time for the public comment period
3. After the meeting:
   a. **Clean-up, Website, FACA Database**
      i. If the meeting is held in-person, ensure all Departmental materials are collected and the area is cleaned up. Ensure that materials used during the meeting are cleared from the space used.
      ii. Provide meeting minutes on the committee's public-facing website
      iii. Update the FACA DB with the details of the meeting.

Homeland
Security

VIRTUAL MEETING GUIDANCE:

1. Select a platform that is accessible to others that they are also familiar with, includes the features required for the operation of the meeting and is compatible with the necessary communications. (Microsoft Teams, WebEx, Zoom).
2. Complete a pre-check/test run prior to the day of the meeting.
3. Check A/V settings
4. Ensure materials are in an accessible format and shared prior to the meeting.
5. Establish acceptable etiquette. Example: "*Mute your microphone if you are not speaking*", or "*State your name prior to speaking*".