

Meeting Cancellation/Bad Weather Policy

River Valleys Continuum of Care (MN-502)

Adopted: October 2004

Background

The River Valleys Continuum of Care (CoC) establishes the following policy in regard to meeting cancellations of CoC plenary or committee meetings. In order to ensure safety of meeting participants as well as orderly operations of CoC processes, timely and predictable communication is necessary.

Policy

River Valleys CoC meetings may, at times, be cancelled or rescheduled due to bad weather/bad travel conditions, presenter cancellation, demands/changes in HUD CoC Program application timelines, holiday observances, and other immediate needs.

1. Bad weather cancellations

In the event of bad weather makes travel difficult on the day of a meeting, the Coordinator (or other CoC staff responsible for the meeting) will cancel the meeting if schools anywhere in the 20-county region close due to weather. If schools are not cancelled but questions remain regarding safety, the Coordinator (or other CoC staff responsible for the meeting) will consult with the Chair or Co-Chairs of the meeting to determine if the meeting should be cancelled.

A cancelled meeting may be rescheduled depending upon the contents of the agenda. Voting by electronic means may be allowed in accordance with the Governance Charter.

2. Other cancellations

Decisions regarding cancellation of CoC meetings for any other reason will be made by the Coordinator (or other CoC staff responsible for the meeting) in consultation with the Chair or Co-Chairs of the meeting. Cancellations for non-weather reasons will be made at least 48 hours in advance of the scheduled meeting time.

A cancelled meeting may be rescheduled depending upon the contents of the agenda. Voting by electronic means may be allowed in accordance with the Governance Charter.

3. Notifications of cancellations

Cancellation notices will be distributed via the River Valleys CoC email listserv (or the committee listserv, if applicable) as soon as the cancellation is confirmed. For non-weather related cancellations, notification will be made at least 48 hours in advance of the scheduled meeting whenever possible. Weather-related cancellations will be made by 7:00 AM on the date of the meeting, with notification via email listserv and the CoC Coordinator's voicemail.

On meeting days when a weather cancellation is possible, members may call the CoC Coordinator's voice mail to be informed if the meeting is going ahead as scheduled, or if it is cancelled for the day.