

**Twelfth Triennial Convention
Women of the ELCA
September 19-21, 2023
Phoenix, Arizona**

MINUTES APPROVAL COMMITTEE

(nine members, including the chair)

Purpose of the committee:

1. To review, for accuracy, the minutes of each triennial convention business plenary session.
2. To approve by majority vote the minutes of each of the convention business plenary session.

Duties of the Chair:

1. Convene a pre-triennial convention briefing and orientation meeting (*on-site*). (Time and place to be determined.)
2. Call all committee meetings. After the pre- triennial convention briefing and orientation meeting, the committee will meet via email.
 - a. Work with the triennial convention secretary to set a date for the committee to receive a draft of the minutes.
 - b. Set the date for all corrections from members to be received by the chair.
 - c. Compile all corrections in one document and send to members for consideration.
 - d. Schedule a conference call, if needed, for discussion and vote to send corrected minutes to secretary for a second draft or approve the minutes as corrected.
 - e. Send minutes as corrected to the triennial secretary. At the Chair's discretion or by majority vote of the committee, a second draft of the minutes as corrected may be submitted to the committee for approval.
3. Clearly communicate to committee members the purpose of this committee, its duties, and the time available for completing these duties.
4. Write an evaluation of the committee's work, including the work accomplished and suggestions for improving committee procedures; and submit this written report within 60 days of the triennial convention to the convention office. Churchwide staff will provide the evaluation form.

Duties of the committee members:

1. Attend a pre-triennial convention orientation meeting (*on-site*). (Time and place to be determined.)
2. Read carefully the *Convention Program and Reports* before traveling to the convention.
3. Take detailed notes during each business plenary sessions of the triennial convention.
4. After receiving the draft of the minutes, report all corrections in writing to the chair and other committee members via email.
5. Participate in all email communication and conference calls as may be needed to discuss and vote on approving the minutes.

Resource person:

A churchwide staff member is assigned to the committee as a resource person. She provides information about policies and procedures, as necessary, to the committee. She is not a committee member, but she must participate in all committee meetings. Therefore, she must be notified of all committee meetings and copied on all email.

Materials to be provided:

Shell plenary session minutes.