**2023-2024 Academic Policy Committee Operating Procedures**

*Approved by APC at its September 1, 2023 meeting*

In terms of SOP, the committee agreed to keep meetings rather informal, except for votes on policies. APC is composed of 11 members, so there will need to be 6 members present to establish a quorum to conduct committee business. Other SOP items of committee agreement were to bring up agenda items early; to be respectful of when meetings begin and end; to require approval of extended time at regularly scheduled end of an APC meeting; require consensus before new items for discussion are brought to the attention of ECUS; and when possible, to invite guests to clarify information related to committee discussions.

We also acknowledged that US operating procedures permit for electronic discussion of items if achieving and maintaining a quorum becomes difficult.