# Framework for Operating Procedures

To function smoothly and effectively, a collaborative needs the structure provided by a set of operating procedures that spell out specific expectations of participation and decisions it has made about meeting logistics, ground rules, roles and responsibilities of various groups, and decision-making procedures, as well as any Memoranda of Collaboration or charters the larger group may have.

Below is an outline that can help create a framework for your collaborative's operating procedures. Keep in mind that the outline is not exhaustive nor are all the components necessarily required. Customize it as needed for your community. Do write your framework collectively as agreement on important issues better guarantees buy-in from all partners.

## Operating Procedures Framework

I. **Purpose and Goals of Collaborative**
   a. Vision and purpose
      - Define WHO you are working with - both the population of stakeholders and the beneficiary population, e.g., children 0-3 in a community identified by the collaboration.
      - Define WHAT you are doing, i.e., the problem the collaborative is trying to solve.
   b. Goals or outcomes
   c. How the collaborative will function (for example, will the collaborative use a collective impact lens? Memorandum of Collaboration?)

II. **Standards for Behavior**
   a. Ethical
   b. Equity and nondiscrimination
   c. Consensus Decision making

III. **Membership**
   Define levels of membership of the collaborative

IV. **Full Collaborative**
   a. Eligibility and Nomination
   b. Term of Participation
   c. Duties and Responsibilities
   d. Decision making and Voting
   e. Position Description
   f. Meeting Specifications
      i. Who convenes the meetings?
      ii. When (How far in advance)?
      iii. Who arranges for meeting locations?
      iv. Who creates the agenda?

       v. Who leads the meetings?
      vi. How are minutes taken and shared with the members?
    vii. How is progress on shared activities tracked? How will members
         be held accountable?
   viii. Do attendees need to RSVP for meetings to ensure enough
         participants to accomplish the agenda?
      ix. When is a meeting cancelled?

## V.    Executive Committee

   a. Eligibility and Nomination
   b. Term of Participation
   c. Duties and Responsibilities
   d. Decision making and Voting
   e. Position Description
   f. Meeting Specifications
        i. Who convenes the meetings?
       ii. When (How far in advance)?
      iii. Who arranges for meeting locations?
      iv. Who creates the agenda?
       v. Who leads the meetings?
      vi. How are minutes taken and shared with the members?
    vii. How is progress on shared activities tracked? How will members be held accountable?
   viii. Do attendees need to RSVP for meetings to ensure enough participants to accomplish the agenda?
      ix. When is a meeting cancelled?

## VI.    Subcommittees

   a. Eligibility and Nomination
   b. Term of Participation
   c. Duties and Responsibilities
   d. Decision making and Voting
   e. Position Description
   f. Report to Executive Committee
        i. Liaison
       ii. Timing
      iii. Report Content
   g. Meeting Specifications
        i. Who convenes the meetings?
       ii. When (How far in advance)?
      iii. Who arranges for meeting locations?
      iv. Who creates the agenda?
       v. Who leads the meetings?
      vi. How are minutes taken and shared with the members?
    vii. How is progress on shared activities tracked? How will members be held accountable?
   viii. Do attendees need to RSVP for meetings to ensure enough participants to accomplish the agenda?
      ix. When is a meeting cancelled?

VII. **Parent Council**
   a. Eligibility and Nomination
   b. Term of Participation
   c. Duties and Responsibilities
   d. Decision making and Voting
   e. Position Description
   f. Parent Council Executive Committee Member
   g. Meeting specifications
      i. Who convenes the meetings?
      ii. When (How far in advance)?
      iii. Who arranges for meeting locations?
      iv. Who creates the agenda?
      v. Who leads the meetings?
      vi. How are minutes taken and shared with the members?
      vii. How is progress on shared activities tracked? How will members be held accountable?
      viii. Do attendees need to RSVP for meetings to ensure enough participants to accomplish the agenda?
      ix. When is a meeting cancelled?

VIII. **Memoranda of Collaboration**

IX. **Conflict Resolution**
   a. How to resolve conflicts within stakeholders
   b. How to handle conflicts of interest

X. **Communications**

XI. **Action Plan**
   a. Term of Plan
   b. Tracking Completion