



Charles County Department of Emergency Services  
**STANDARD OPERATING PROCEDURES**

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**Section 100 - Management & Administration**

General Rules & Administration - 100.00		
S.O.P. # 100.19	<b>Meetings</b>	PAGE: 1 OF 3
EFFECTIVE: 12-16-03	Approved: John Filer, Chief	
REVISED: 11-22-16	Approved: William Stephens, Director	

**100.19.01 Purpose**

The purpose of this SOP is to provide guidance, policies and procedures for the facilitation and attendance of business meetings.

**100.19.02 General**

This SOP is a departmental adjunct to the *Charles County Policy and Procedure Manual*. Specific to this SOP, Chapter 21: Expense Reimbursements, Travel Requests and Advances.

**100.19.03 Definitions**

For the purpose of this SOP the following definitions shall be applied:

1. **Command Staff Meetings** - Command Staff Meetings are formal meetings comprised of members of the command staff. Command Staff Meetings are designated for officers, invited guests and/or presenters.
2. **External Meetings** - External meetings are those meetings conducted and/or hosted outside of the jurisdictional boundaries of Charles County. Attendance of external meetings must be authorized in accordance with Chapter 21 of the *Charles County Policy and Procedures Manual*.
3. **General Staff Meetings** - General Staff Meetings are formal meetings open to all uniformed and non-uniformed personnel.
4. **Workgroup Meetings** - Workgroup meetings are non-formal meetings comprised of a small group of personnel working on a specific project or task. These type of meetings are official business meetings however they need not comply with all of the policies and procedures of a formal meeting.



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### 100.19.04 Formal Meeting Policy

1. Command and General Staff Meetings are designated as formal meetings.
2. Formal meetings will be scheduled.
3. Scheduled formal meetings shall be announced at least one (1) week prior to the meeting date.
4. A teleconference option will be made available for all formal meetings.
5. Personnel attending via teleconference are responsible for materials and content to the same level and degree as those in physical attendance.
6. Formal meetings will have an agenda that is disseminated to the meeting participants at least one (1) week prior to the meeting date.
7. The meeting chair person shall be responsible for disseminating the agenda.
8. The meeting agenda shall consist of the following information:
  - a. Date,
  - b. Start time;
  - c. End time;
  - d. Location;
  - e. Teleconference call in information;
  - f. Listed objectives if applicable;
  - g. Discussion topics and person/s responsible;
  - h. Deliverables due and person/s responsible if applicable;
  - i. Materials to be reviewed if applicable.
9. Materials for review pertinent to the meeting shall be disseminated in advance or at the latest, with the meeting agenda.
10. Attendance will be taken and registered on a meeting roster.
11. Minutes will be recorded for all formal meetings.
12. Minutes will be disseminated to the participants no later than one (1) week after the meeting.

### 100.19.05 Command Staff Meetings

1. Command Staff Meetings will be conducted a minimum of ten (10) times per year.
2. The teleconference attendance option is limited to three (3) meetings per year for Command Staff.
3. Command Staff shall attend at least seven (7) Command Staff Meetings per year.
4. Command Staff personnel shall notify their supervisor in advance when they are not able to attend a meeting.
5. Command Staff personnel are responsible for one hundred percent (100%) of the materials and content for all of the meetings conducted.



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### 100.19.06 General Staff Meetings

1. General Staff Meetings will be conducted a minimum of one (1) time per year.
2. Unless deemed mandatory, attendance to General Staff Meetings is voluntary however personnel in attendance will be compensated per Chapter 5 of the *Charles County Policy and Procedures Manual*.
3. Materials, content and minutes from General Staff Meetings will be disseminated to all personnel via Power DMS no later than one (1) week post meeting.

### 100.19.07 External Meetings

1. When available, the use of a county vehicle will be provided to all personnel attending an authorized external meeting.
2. If a county vehicle is not available, mileage will be compensated in accordance with Chapter 21 of the *Charles County Policy and Procedures Manual*.
3. Unless otherwise indicated, meeting participants shall wear their Class B Uniform.
4. Participants are responsible for reporting and disseminating information from their meeting in a timely manner.

### 100.19.08 Workgroup Meetings

1. Workgroup Meetings must be approved by either the Operations or Administration Captain.
2. Progress notes of the meeting shall be recorded and made available for reporting by the meeting chair and/or team lead upon request.

### 100.19.09 Exceptions

The Director, Chief or Operations Chief may authorize emergency meetings as they deem necessary for the operations or mission of the department.