

# POLICIES AND PROCEDURES

## Administrative Uniformity Committee (AUC)

### 1. Policy #

006

### 2. Policy Title

AUC Operations, Technical Advisory Group (TAG) and Workgroups Meeting Process for Telephone Participants

### 3. Purpose

This policy and procedure documents the process that will be followed when AUC Operations, Technical Advisory Group and Workgroup meeting participants attend via conference call.

Conference lines and WebEx capabilities can be secured through MDH if needed for a TAG or Workgroup meeting. Attendees using conference lines will be responsible for any toll charges incurred.

### 4. Organizational Scope

This policy and procedure applies to all members of the AUC Operations Committee, Technical Advisory Groups and Workgroups.

### 5. Policy Statement

AUC Operations Committee members, Technical Advisory Groups, and Workgroups or alternates are responsible for providing their name, organization represented, and if applicable, whether or not they are the primary or alternate AUC voting member for their AUC member organization when participating by telephone.

### 6. Definitions

N/A

### 7. Procedure

- 7.1 AUC Operations member participants must email the AUC email box at [health.auc@state.mn.us](mailto:health.auc@state.mn.us) with their name, name of the organization represented, name and date of the AUC Operations meeting participated in within 24 hours of the AUC Operations Committee meeting.
- 7.2 When calling into the AUC Operations meeting via conference call participants must clearly indicate their full name, full name of the organization represented, and if applicable whether or not they are the primary or alternate AUC voting member for the AUC member organization.
- 7.3 When calling into a TAG or Workgroup meeting via conference call participants must clearly indicate their full name and the full name of the organization represented or the TAG chairs can designate a receiver of an email with the participant's name, name of the organization represented, name and date of the TAG meeting attended.
- 7.4 TAG and Workgroup chairs/co-chairs will utilize the AUC's attendance template to track AUC member organization participants on the call.

### 8. Review Responsibility - AUC Executive Committee

### 9. Approved By - AUC Operations Committee

10. **Date of Approval** - September 2, 2014

11. **Next Review Due Date** - 2015