

COMMITTEE MEETING POSTPONEMENT POLICY

Reasons for Postponement

CAR has established a policy regarding the existence of conditions which necessitate the postponement or cancellation of a scheduled committee meeting(s). This policy is intended to address emergency situations wherein standard meeting notice and postponement procedures are not viable due to a compressed timeframe. Reasons for meeting postponement could include:

- Inclement weather
- An order or request from federal, state or local authorities.
- Natural or man-made disaster
- Public health emergency

Consideration in Determining Whether to Postpone

In determining whether to postpone a committee meeting, CAR will consider several factors including:

- Safety of committee members, attendees and staff
- The ability to constitute a quorum
- Appropriate notification methods based on the time available for distribution
- The ability and likelihood of public attendance in consideration of the open meeting law

Notification Procedures

When a decision is made to postpone a meeting, CAR will do the following:

- Email the committee members of the meeting being postponed
- Utilize CAR's mail system to email recipients of notices and records of meeting for the committee in question
- Post an emergency notice on CAR's website indicating postponement of the meeting
- Record a message on CAR's main telephone number of the meeting postponement. This assumes CAR's offices are also closed

Anyone who has a question regarding the possible postponement of a scheduled CAR committee meeting, should visit CAR's website at www.commauto.com or call CAR's main telephone number at 617 338-4000.