

Committee on Theological Education

## **Agenda Development Guidelines**

April 11, 2007

The Executive Committee of the COTE will have the responsibility of proposing the agenda for information and action on behalf of the entire committee and with the assistance of the Coordinator of Theological Education and Seminary Relations using the following schedule.

Action:	Number of days prior to a stated meeting of COTE action is due no less than:
1. Proposed items for action or information	Sixty (60)
2. Executive Committee approves a proposed committee docket	Forty-five (45)
3. Paperwork related to item	Thirty (30)
4. Sub-committee chairs propose agendas	Thirty (30)
5. Proposed docket with related items distributed to committee members	Seven (7)

Those who wish to submit business for docket distribution should direct their communication to the Coordinator who will share all items of business with the Chair and Vice-Chair. Each item submitted to COTE will be considered by the Executive Committee for being docketed and normally referred to sub-committees for deliberation. Items not recommended for further consideration will be included in the Executive Committee minutes and reported to the entire committee.

COTE and its sub-committees may choose to invite resource persons, in addition to the adjunct staff, on the recommendation of the chair of the appropriate committee or sub-committee chair and the approval of the committee or sub-committee to be resourced. If travel and costs are involved in inviting a resource person, the Executive Committee will take action on behalf of sub-committees.