

American Society of Ayurveda (ASA)

(Proposed)

MEETING PROTOCOLS for the Steering Committee Members

09/27/2024

To ensure the smooth and effective operation of the Steering Committee meeting convened on 09/29/2024, the following protocols should be observed by all members:

1. Start on Time

- All members are encouraged to join the meeting promptly at the scheduled start time to ensure the agenda can be addressed within the allotted time.

Meeting Details:

- **Date:** 09/29/2024
- **Time:** 11:30 AM EDT - 1:00 PM EDT
- **Platform:** Zoom (meeting will be recorded)

2. Opening Remarks

- The Convener of the meeting, Hasmukh Parekh, will Chair and start the meeting with a brief introduction, outlining the purpose and objectives of the meeting.

3. Participants

- Dr. John Douillard will address the steering committee for 10 minutes followed by around 12 Group leaders, as listed below, each to address for 3 minutes.

4. Agenda Overview

- The meeting agenda shared here, highlights key discussion points. The convener of the meeting will present a brief overview on the agenda. Members are expected to stay focused on the agenda topics to maintain an orderly flow.

5. Respect for Speaking Time

- Selected member/s from each segment will be given an opportunity to speak for 3 minutes.
- Please avoid interruptions and keep language clear and concise to ensure efficient time use.

6. Turn-Taking and Participation

- Members wishing to contribute to the discussion should enter his/her name in the chat box or raise virtual hand for the moderator to ensure they are added to the list and the member will be called to speak at an appropriate time with 2 minutes to contribute.
- All members are encouraged to actively participate, share insights, and offer constructive feedback on agenda items.
- Members can also send any of their questions at least 3 hours ahead of start of the meeting via email that can be addressed separately if they cannot be taken up during the meeting.

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- Responses to each question will be addressed by the convener or the host.

7. Stick to the Agenda

- Keep discussions relevant to the agenda items. Any additional points can be noted and addressed in future meetings or during a designated “Other Business” section, if applicable.

8. Decision-Making Process

- Approval of items on the agenda will be assumed upon presentation. Any concerns or suggestions are required to be submitted via email to hkaur@komalherbals.com, at least 3 hours prior to the meeting. Any such concerns will be addressed during the discussion of this point at the meeting.

9. Conflict Resolution

- In the case of disagreements or conflicts, the Chair will mediate discussions, ensuring all perspectives are heard while steering the conversation towards a resolution.
- The Steering Committee Mediation and Monitoring Committee (MMC), as listed in the attachment, can be involved for further resolution if needed.

10. Documentation

- This will be a recorded ZOOM meeting.
- Minutes will be shared with the member/s, if interested, after the meeting.

11. Action Items and Next Steps

- At the end of the meeting, review key decisions and action items. Assign responsibilities and set deadlines for follow-up actions.
- Ensure clarity on the next steps and schedule the next meeting or provide a timeline for future engagements.

12. Adjournment

- The Chair will formally close the meeting, thanking all members for their participation, and ensuring all items on the agenda were covered.

By adhering to these guidelines, the Steering Committee can conduct meetings effectively, fostering productive discussions and decisive actions.