

# **LMSC Development Committee**

## **Operating Policies – Revised November 21, 2023**

### **I. Meeting Minutes**

A draft version of committee meeting minutes shall be circulated to the committee's members for seven days to catch errors and omissions. Revisions will be collated and voted upon electronically. Approved meeting minutes shall be published on the USMS website.

Committee votes made outside of a regular committee meeting shall be reported in the subsequent meeting minutes.

### **II. LMSC Standards – Compliance Review**

#### **A. Survey Cycle**

The LMSC Standards survey and scope for the upcoming year will be determined by the LMSC Development Committee.

#### **B. Survey Contents**

Obtain whatever information is available from the USMS National Office and/or systems of record to avoid asking questions about information already known or to complement potential survey information.

Allow other LMSC Development Committee subcommittees and members to include questions about LMSC needs, current conditions, resource utilization, and other appropriate topics in a separate section of the LMSC Standards survey sent to LMSC chairs.

Treat all non-applicable standards for an LMSC as meeting the standard.

Treat all non-response(s) as not meeting the standard.

All LMSC Standards are considered "fixable." If an LMSC does not meet a standard, the LMSC shall take steps or formulate a plan to address errors or omissions. LMSCs may seek guidance from the LMSC Development Committee Chair or the Zone Chair.

The LMSC Standards cycle for an LMSC will be complete when all standards have been achieved or fixed.

#### **C. LMSC Standards – Publication of Scores**

LMSC Standards reports shall be timely and transparent. Final data will be made available upon request.

Provide all data to the VPLO. Provide all individual LMSC data to that LMSC's chair, vice chair, secretary, treasurer, and zone chair.

### **III. Amending Committee Policies**

Additions, deletions, and changes to committee policies shall not be considered unless they are on the committee's meeting agenda.