

1. Any member of NDCAP Panel may serve as a member of any Subcommittee or Subpanel.
2. Subcommittee or Subpanel must have a minimum of three (3) NDCAP Members but no more than nine (9) members.
3. Each Subcommittee or Subpanel shall elect a Chair to schedule and organize the meetings, including taking and preparing formal minutes, as well as ensuring compliance with Open Meeting Law.
4. Each Subcommittee or Subpanel shall discuss and define, in writing, the specific scope of their study and inquiry for each year. Each Subcommittee or Subpanel shall provide the NDCAP with a written description of the specific scope of their study and inquiry for each year.
5. Unless a formal legal opinion to the contrary is issued by the Attorney General's Office, all Subcommittee or Subpanel meetings are subject to the Commonwealth's Open Meeting Laws and Regulations.
6. Each Subcommittee or Subpanel shall meet at least six (6) times each year.
7. Each Subcommittee or Subpanel may invite Subject Matter Experts to attend, participate and provide information to the Subcommittee or Subpanel during public meetings. Subject Matter Experts and the public may not vote on any decisions, opinions or reports of each Subcommittee or Subpanel.
8. Each Subcommittee or Subpanel shall provide a brief verbal report to the NDCAP at least three (3) times each year on a quarterly basis.
9. Each Subcommittee or Subpanel shall provide an annual written report to the NDCAP at the NDCAP meeting in May of each year.