

SOP Template: Deliberation and Decision-Making by Authorized Body

This SOP details the processes for **deliberation and decision-making by the authorized body**, covering the establishment of meeting protocols, agenda setting, discussion procedures, evaluation of information, consensus building, voting methods, documentation of decisions, and follow-up actions. The aim is to ensure transparent, efficient, and accountable governance through structured decision-making practices by the authorized body.

1. Purpose

To establish a standardized process for decision-making and deliberation to ensure effective governance, transparency, and accountability by the authorized body.

2. Scope

This SOP applies to all meetings and decision-making sessions conducted by the authorized body within the organization.

3. Responsibilities

Role	Responsibility
Chairperson	Presides over meetings and ensures adherence to this SOP.
Secretary	Coordinates meeting logistics, drafts agendas, and records minutes and decisions.
Authorized Body Members	Participate actively, review materials, engage in discussions, and vote as required.

4. Procedures

- Establishment of Meeting Protocols**
 - Schedule regular and ad-hoc meetings as needed.
 - Define quorum requirements and attendance expectations.
- Agenda Setting**
 - Solicit agenda items from members and stakeholders.
 - Finalize agenda at least 48 hours before the meeting.
 - Distribute agenda and supporting documents in advance.
- Discussion Procedures**
 - Follow the agenda in the specified order.
 - Encourage open discussion while maintaining order.
 - All members are given the opportunity to provide input.
- Evaluation of Information**
 - Review submitted reports and supporting documentation.
 - Invite expert opinions as necessary.
- Consensus Building**
 - Encourage collaborative solutions where possible.

- If consensus cannot be achieved, proceed to a formal vote.

6. Voting Methods

- Clearly state motions before voting.
- Voting may be by show of hands, ballot, or electronic means as defined by the organization's bylaws.
- Record the outcome and any dissenting opinions.

7. Documentation of Decisions

- Record outcomes, action items, and responsible parties in official minutes.
- Distribute minutes to all members for review and approval.

8. Follow-Up Actions

- Assign tasks arising from decisions with clear deadlines.
- Monitor progress and report back in subsequent meetings.

5. Records Management

- All agendas, minutes, and decision records must be securely stored and accessible to authorized personnel.
- Maintain records according to the organization's records retention policy.

6. Review and Revision

This SOP must be reviewed annually or as required by significant organizational changes or legal/regulatory updates.

7. References

- Organizational Bylaws
- Applicable Laws and Regulations