

SOP TEMPLATE: Scheduling and Conducting Formal Hearings or Meetings

This SOP details the process for **scheduling and conducting formal hearings or meetings**, covering the preparation of agendas, notification of participants, selection of appropriate venues or virtual platforms, adherence to procedural rules, recording and documentation of proceedings, and post-meeting follow-up actions. The goal is to ensure transparent, organized, and efficient hearings or meetings that comply with organizational policies and facilitate effective decision-making.

1. Purpose

To outline the standardized process for organizing, conducting, and documenting formal hearings or meetings.

2. Scope

This SOP applies to all formal hearings or meetings convened by [Organization/Department Name].

3. Responsibilities

- **Organizer/Chairperson:** Oversees the process and ensures procedural compliance.
- **Secretary/Minute Taker:** Prepares the agenda and records proceedings.
- **Participants:** Attend, contribute, and adhere to ground rules.

4. Procedure

1. **Preparation**
 - Define the purpose and objectives of the hearing/meeting.
 - Identify required participants and stakeholders.
 - Draft the meeting agenda, including topics, presenters, and timing.
2. **Scheduling**
 - Select potential dates/times and poll key participants for availability.
 - Reserve an appropriate venue or set up a virtual meeting platform (e.g., Zoom, Teams).
 - Distribute calendar invites along with the draft agenda.
3. **Notification**
 - Issue formal notices to all participants at least [X] days in advance.
 - Provide instructions for accessing the venue/platform and include any required documents.
4. **Conducting the Meeting/Hearing**
 - Start on time and address housekeeping items.
 - Review and approve the agenda.
 - Adhere to procedural rules and organizational guidelines.
 - Ensure fair opportunities for input and discussion.
 - Manage time and moderate the discussion as per the agenda.
5. **Recording and Documentation**
 - Record proceedings via audio/video or written minutes, as appropriate.
 - Document key decisions, action items, and assigned responsibilities.
6. **Post-Meeting Follow-Up**
 - Distribute draft minutes or summary of proceedings to all participants for review.
 - Solicit corrections/approval and finalize the record.
 - Monitor completion of action items and archive meeting documentation per policy.

5. Documentation and Records

Document	Responsible Person	Retention Period
Agenda	Secretary/Minute Taker	2 years
Invitation/Notification Emails	Organizer	2 years
Minutes/Recordings	Secretary/Minute Taker	5 years

Action Item Tracker	Organizer	Until completion
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6. References

- Organizational Meeting Policy
- Code of Conduct/Ethics Guidelines
- [Other relevant documents]

7. Revision History

Date	Revision	Description
[YYYY-MM-DD]	1.0	Initial SOP release.
[YYYY-MM-DD]	1.1	Minor updates and clarifications.