

Name of Committee: Discipline Review Committee (DRC)	Number of Members 3 - 4
Brief description of mandate: To maintain and publish "Organization & Procedure" (O&P). DRC meets to discern new wording for O&P which is presented on the floor of CYM. Changes must pass two readings before being incorporated into O&P. DRC is responsible for keeping track of the changes from request to publication. DRC also has oversight of its own area of quaker.ca, and the Procedures Manuals for each committee.	
Number of meetings per year 2	
Typical time of year of meeting/s: Spring (currently May long weekend) and August (at CYM)	
Location of meetings: negotiated with members. Recently at Sorrento, BC in conjunction with Western Half-Yearly Meeting, and at Yearly Meeting	
Amount of time required beyond committee meetings Estimated: Clerk -24 hours; others approx 12 hrs; DRC Website Maintenance - 12 hrs; O&P Maintenance & Publication & Presentation - 20 hrs; CYM Procedures Manual Oversight - 12 hrs;	
Required to be present at CYM? Yes, if possible; at least 1 to present recommended changes to "Organization & Procedure".	
Is financial support provided for attending meetings? Yes, for one meeting a year	
Geographic representation needed at the Committee? Preferred	
Specific skills needed: Clear understanding of Quaker practices, preferably within Canadian Yearly Meeting (CYM). Organized, reliable, patient, good computer skills (use of MSWord and email essential for all members, one person to be able to maintain website). Forward thinking but with a good understanding of our history as a Quaker community. CYM presenter needs to speak clearly.	
Special responsibilities of committee: (i.e., employment; staff supervision, etc.) Liaise with Publications and Communications.	
Working groups/sub committees of this committee: none	
Other pertinent information for prospective members: This work has a long processing time. Committee meetings are a place of deep discernment as we strive for the right words to express how we organize our Quaker communities.	