

## **Memorandum**

To: CoC Committees

From: Leadership Board

November 16, 2023

The Use of Artificial Intelligence software by participants of meetings has grown rapidly over recent months. The CoC seeks to establish a standard policy of the use of this software within its standing committee meetings, workgroup meetings, and other CoC meeting spaces. There are concerns about the privacy of meeting participants, the accuracy and use of alternative transcripts beyond official meeting minutes, and disruptive AI messaging or emails. However, AI is a useful tool, especially for those with accessibility issues.

The language below represents a temporary policy, which was approved by Leadership Board at their November 16, 2023 meeting. This policy will remain in effect until at least February 2024, while the Board considers additional refinements to the policy.

### **Use of AI tools in Meetings**

Committee meetings are public meetings. Homebase will record meetings and will distribute minutes and other materials following each meeting. The official meeting minutes and video recording should serve as the record of votes, decision making, and topics discussed (summaries and/or transcripts generated by AI tools should not be used for this purpose).

We understand that committee members may choose to use AI tools to create transcripts of meetings, to help them with personal note taking, and to meet accessibility needs.

While we understand that AI tools may be helpful or necessary for some committee members to fully participate in committee meetings, the committee agrees that members cannot send unattended AI tools to meetings in their place. Unattended AI tools will be removed from meetings.

While committee meetings are open public meetings, there may be workgroup meetings or other sessions that are not open to the public and where use of AI tools may not be appropriate. AI tools should not be used in a smaller group without everyone's permission.

*AI tools cannot be used in meetings where any client PII will be shared.*