

## **Board Meeting Agenda Preparation Policy**

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1. In between monthly board meetings, sub-committees of the board should meet to discuss current and future projects and formulate funding recommendations for action for the upcoming board meetings. All project and funding requests must first go through an existing committee prior to being placed on an upcoming board agenda. Projects and funding requests without a committee recommendation for action will not be added to the agenda for that month's meeting.
2. The Economic Development Department (EDD) is responsible for preparing and distributing the agenda and agenda packets for all regular and special meetings. The EDD will maintain a "standard agenda" for each board, which will include, at a minimum:
  - a) Public comment on agenda items
  - b) Approval of minutes from the prior meeting
  - c) Financial Statements, on a bi-monthly or quarterly basis
  - d) Action items
  - e) Reports of all committees of the board that met in the prior month
  - f) Public comment
3. If the board has a contract with a Corridor Manager, who is the board's liaison to the EDD, the EDD will develop the agenda with the Corridor Manager. If the board does not have a Corridor Manager, the board will designate one board member to develop the agenda with the EDD. Any item recommended by a committee for action or necessary for timely approval based on project parameters must be on the agenda.
4. Additional relevant agenda items may be added by the EDD or committees of the board. Any requests from the committees, should be emailed to the Corridor Manager or designee. The Corridor Manager or designee will provide agenda items and subsequent information to the EDD no later than seven (7) business days before the scheduled meeting is to take place to allow sufficient time for review and preparation of the agenda. Items submitted after this deadline will be placed on the following month's agenda. An annual meeting schedule along with the due date for agenda item requests will be posted on the City's website for each board or authority and will be provided during the first meeting of the calendar year.
5. The agendas will be distributed to the Board and made publicly available no later than three (3) business days prior to the meeting. Modifications to the agenda may only be made in the following way:

- a) A motion may be made by any board member during the board meeting to modify the agenda. The agenda will be modified in accordance with the motion only if the motion passes with majority vote of a quorum of board members.
6. If there are no agenda action items or relevant presentations requested for the upcoming board meeting by the seven (7) business day deadline, the meeting will be cancelled for that month. If the board meeting is cancelled for that month, committee notes will be distributed to the board members electronically and made publicly available in the following month's agenda packet.