

## Agenda Procedures (1.2) I/16/04

- 1) Items discussed at meeting to be put on agenda for following meeting will be written and delivered to person preparing the agenda by secretary.
- 2) Items requested by board members to be put on agenda via email or phone call to person doing initial layout of agenda.
- 3) AH requests should come from board members. Stakeholders can contact any board member or secretary of their choice to make an agenda item request.
- 4) The Chair will be responsible for preparing the Agenda. He/She will be able to assign this task to someone else if desired. If reassigned must oversee process.
- 5) General meeting flyer timelines: (Distribution flyer)
  - aj Requested items by board members should be in no later than 3 days after general meeting. All requests to be done so that all board members can view and comment on. (Email is the preferred method)
  - b) The agenda should then be typed based on requests and comments and sent out for approval to all board members within 2 days.
  - c) No response within 1 day indicates acceptance of retyped agenda. (Tuesday)
- 6) Posting site flyer production and timelines: (Site posting flyer & final agenda]
  - a) Requests for alteration of the above agenda must be in within 7 days prior to the next general meeting date.
  - b) It is the responsibility of the board member submitting the request to make all efforts to make sure all board members have seen the request,
  - c) It will be the decision of the chairperson whether the item will be added to the final agenda or not.
  - dj This final agenda will be posted at approved sites within 72 hours of scheduled meeting time, e) Copies of this final agenda will be emailed to all board members.
- 7) A line titled "Board Comments" will exist on every agenda.
- 8) A disclosure shall be put on the General meeting flyer stating "Subject to change up to 72 hours prior to meeting date".
- 9) It is at the discretion of the board at each meeting to decide if an agenda item can be tabled until the following meeting.
- 10) It is the decision of the Chair or the person running the meeting to alter the order of the agenda.
- 11) Our agenda should attempt to reflect the recent neighborhood concerns and maintain the interest of the majority of the stakeholders.