



# MBE/WBE and Small Business Procurement Program Advisory Committee Agenda Setting Procedures

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## PURPOSE

The purpose of this document is to establish a uniform understanding and application of the MBE/WBE and Small Business Procurement Program Advisory Committee's (Committee) Agenda Setting Procedures.

## GUIDELINES

Agendas are usually set at the end of each meeting for the following month. All agenda items must meet the following criteria<sup>1</sup>:

- *Stay within the purview of the Committee's mission statement.*
- *Staff is allowed, by city code, to add items to the agenda that the board may need to be briefed on or as required by the City Manager. The Chair may not determine what should not be added to the agenda.*
- *An item from a board member must be accompanied by the sponsorship of at least one other board member.*
- *All items from board members should be submitted at least 7 (seven) calendar days before the meeting.*

In instances where additional items are brought forward for inclusion for the next scheduled Committee Meeting, after the initial agenda has been set, the above-mentioned guidelines must be followed.

If a member of the public or a member of the Committee raises a subject matter during an active meeting, not included in the meeting agenda, any discussion must be limited to providing a factual answer to a question. If the subject requires further discussion, it must be put on a future agenda so long as it meets the above-mentioned Guidelines.

## ROLES AND RESPONSIBILITIES

- Committee members sponsoring an item must have a clear understanding of the item to be added to the agenda.
- Committee members sponsoring an item must be able to craft posting language for the item and provide this language to staff for inclusion on the agenda. The language does not need to be thoroughly detailed but a member of the public, who may not be familiar with particular terms, should be able to read the language for each item and comprehend the subject matter to be discussed.

Committee members should also prepare a written summary of the item to be provided as backup and should be prepared to provide backup materials for distribution at the meeting.

If Committee members are sponsoring an item on behalf of a member of the public, the Committee members should work with the requestor to provide this information. The Committee members are encouraged to request a paragraph description of the issue from the requestor. The requestor should be prepared to provide backup materials for distribution at the meeting.

- Committee members must take into consideration the above Roles and Responsibilities and Guidelines when sponsoring an item.
- If any of the criteria are not met, the item(s) may not be added to the agenda; however, Committee members should consult with the Executive and/or Staff Liaison for further direction and guidance.

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<sup>1</sup> Roles and Responsibilities for Board Members, <http://austintexas.gov/department/workbooks>