

April 126 / 2016

## **Protocol for Requesting Agenda Items**

### **Bylaws:**

- Two or more members may place an item on the agenda by oral or written request to the staff liaison at least 5 days before the meeting. After first consulting, with and receiving input from the staff liaison, the chair should approve each final meeting agenda.
- The board liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.
- Posting of the agenda must comply with the Texas Open Meetings Act.

### **During Commission meetings:**

- Two board members may request an item be placed on a meeting agenda during the Future Agenda Items section of the meeting.
- Board & Commission meetings are mirrored after Council, therefore, sponsorship is required from at least two members.

### **Not at the meeting:**

- One board member will email an item for the agenda with the name of the second board member supporting the item and carbon copying the sponsoring board member's city email.
- The second board member will send a reply email to the liaison acknowledging support of the item.
- Both, the request and support emails must be submitted to the staff liaison not later than five working days before the next meeting.
- Please refrain from sending items on a Friday evening. This request limits staff's ability to turn around an item in 3 days since 2 days were taken by the weekend.
- Once items are added to the agenda, the Chair will confirm or deny the addition of the items. Reasons cannot be of personal nature. A good reason is for example, the agenda is too full and the item is moved to the next meeting or staff needs additional time to provide information/feedback.

### **Agenda items requested by staff:**

- Staff is allowed to add items to the agenda without sponsorship from two members.
  - Staff is required to submit specific language to be added to the agenda along with the amount of needed for the presentation including Q&A.
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- Staff should provide sufficient copies of all presentations and back-up information for board members, staff (2) and citizens. Staff liaison will upload the back-up information to the BCIC Utility for records detention and transparency.
- If board members request additional information, it is the responsibility of the appropriate staff to submit such information to the staff liaison not later than five working days before the next regular scheduled meeting. This will allow time for the staff liaison to upload the information on the BCIC Utility.

#### **Understanding the degree of requests from members:**

- There are degrees of requests members may make from staff. If they are requesting a report or research that currently exists, they may make the request with two sponsors on their agenda.
- Members may not ask for staff to create a report if there is an unreasonable amount of time required to complete the findings. Staff serves as liaisons in addition to their full time jobs, therefore, do not have the available time to spend 5-10 hours on a report for boards to review.
- If members are requesting an already existing document (not report) they may request this to the liaison and this does not need to be added to the agenda with sponsorship. An example- A copy of the list of City's approved rescue groups.