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| Policy Name | RJRD Regular Meeting Agenda and Process |
| Administrative Procedure | Administrative Procedure for Administrator |
| Issue Date | 11.28.2016 |
| Revision Date | |
| Purpose | <p>To provide the structure for how the RJRD Board meeting will flow (agenda).</p> <p>To provide process for Trustees and Standing or Special Committees in order to bring forward items for discussion and formal action [motion or resolution] in an orderly manner ensuring the board has the ability to review and make fact based decisions</p> <p>To provide the administrative procedure for the process.</p> |
| Attachment(s) | Briefing Memo Template |
| Special Notes | |

OVERVIEW:

The objectives are:

- Provide an agenda that allows the regular meetings to be operated efficiently and effectively.
- Provide the necessary data in a fair amount of time to the RJRD Trustees for review and discussion prior to a formal action: motion or resolution. ~~being made~~
- Support the RJRD committee structure, and allow for topics to be brought forward by a trustee outside the committee structure if necessary.
- Outline the structure for committees to share their recommendations.
- Provide administrative procedures for the Board and Administrator supporting the RJRD Standing Committee approved March 28, 2016.

DISTRICT POLICY:

AGENDA

The order of business at regular board meetings are as follows. All items are standard unless otherwise noted:

- **Agenda:**
 - **Call to Order**
 - **Pledge of Allegiance**
 - **Roll Call**
 - **Work Session**
 - **Public Comments on the Work session**
 - **Committee Reports**
 - **Treasurer's Report [Second Meeting of the Month]**
 - **Administrator's Report [Each regular meeting]**
 - **Unfinished Business**
 - **New Business**
 - **Announcements**
 - **Comments from the Floor**
 - **Action Items & Agenda Items**
 - **Adjournment**

DISCUSSION ITEMS FOR THE AGENDA

COMMITTEE

Topics for discussion, motions or resolutions can be made through a standing committee recommendation. The standing committee may recommend or not recommend a topic. In general, all topics for discussion require a “first discussion” by the full board to allow sufficient time for review, ensure formal action is understood and allow thorough and complete facts are provided to support the board’s decision or action.

Emergency votes are formal actions that were not preceded by a topic covered in a previous meeting [first discussion] as part of the working session and as identified exigent circumstances warrant.

ADMINISTRATIVE PROCEDURES

The RJRD Administrator shall assist the Committees and the Trustees through the preparation of the briefing memos, administrative follow-up and agenda preparation and distribution.

- **Committees**
 - A committee may bring recommendations forward on their own accord based on their set scope or areas of responsibility as described in the RJRD Committee Policy dated March 28, 2016.
 - Informational briefing memos requesting full board insight or feedback may also be presented by the Standing Committee and are required by the **first and third Tuesday** of the month to the Administrator.

- Briefing memos are included in the work session portion of the agenda and include time allowance for discussion. All briefing memos require a first discussion before any formal action by the full board is taken at the next regular meeting or subsequent meeting if more information is required.

TRUSTEE

Topics for discussion, motions or resolutions can be made by a Trustee through a request under “New Business” on the agenda or electronic mail to the Chairperson and the Administrator.

Trustee initiated topics require a “first discussion” by the full board to allow sufficient time for review, ensure formal action is understood and allow thorough and complete facts are provided to support the board’s decision or action.

- Trustees’ topics for discussion assigned to Committee under “New Business” from the regular meeting will follow the committee process as described above.
- Trustee initiated topics will require a briefing memo based on the template attached.
- Trustee initiated topics briefing memos must be submitted to the RJRD Administrator and Chair via electronic mail on **the first and third Tuesday by 5 p.m. to ensure inclusion in the work session portion of the agenda.**
- Unless more data is required by the full board, the trustee initiated item will be included on the agenda for the next regular meeting under “Unfinished Business” for formal action through either a motion or resolution.

ADMINISTRATIVE PROCEDURES

- The trustee initiated topic briefing memo will be included in the Trustee Agenda Distribution Packet via Drop Box with the target upload distribution is by **5 p.m. the first and third Thursday of the month but no later than noon on the first and third Saturday.** Trustees will be notified by electronic mail of the uploads and file names.

Revisions

| Date | Administrator | Details of revision |
|------|---------------|---------------------|
| | | |
| | | |

TO: Administrator, Members of the Board

FROM:

RE:

Date:

| ACTION BEING REQUESTED | TYPE OF REQUEST |
|---|---|
| <p><i>Select One</i> Motion Adoptive Resolution</p> | <p><i>Select One</i> Approve Expenditure Approve and adopt Resolution XX-Year Feedback from Board Informational</p> |

BACKGROUND INFORMATION

Provide historical or background information regarding the subject being brought forward.

OTHER CONSIDERATIONS

Include description of other considerations that apply; e.g. impact to operations, administrative procedures or additional task.

BOARD

Describe what is required by the full Board; feedback, motion to approve, adopt or approve resolution.

COMMITTEE RECOMMENDATION

Describe standing committee’s recommendation if applicable.

OTHER STANDING COMMITTEE ACTION ITEMS

Describe those standing committees impacted by the formal action being requested if applicable.

LEGAL

Describe legal input if applicable.

EXTERNAL COMMUNICATIONS

Describe impact on the action; i.e. public notification, media notification, forming government official notifications, safety forces notification. Note: if there is an impact stated, the External Communications Policy will be followed.

OPTIONS

Describe options for consideration; e.g. various financial options.

BOARD ACTION BEING REQUESTED

Include the date for formal action and then include below the actual motion the Board will need to consider.

MOTION TO APPROVE *include the formal motion.*