



Board of Directors Agenda Planning Discussion

BOARD OF DIRECTORS MEETING
JUNE 22, 2022

LINDA NEMEROFF, DISTRICT SECRETARY

Current Policy

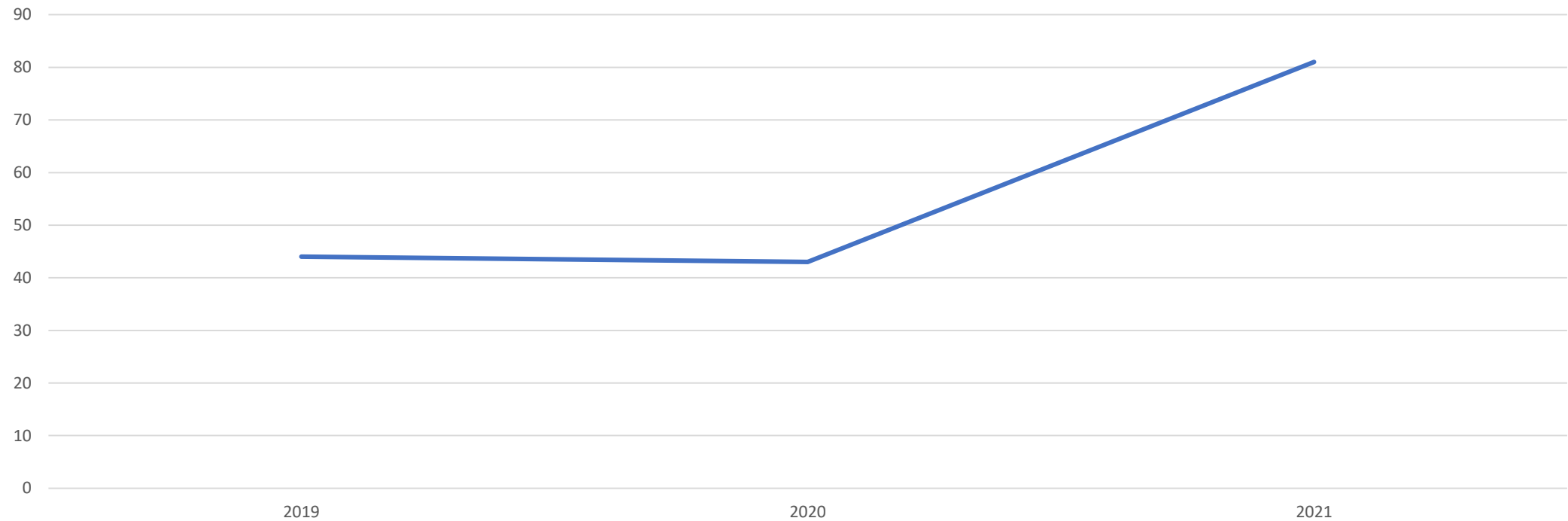
BOARD POLICY 101 – BOARD OF DIRECTORS RULES FOR PROCEDURE

Requests by Directors for the placement of an item on any future Board or Committee agenda shall be made under the "Agenda Planning" portion of the Board agenda for regular meetings or at the request of the Board President for special meetings.

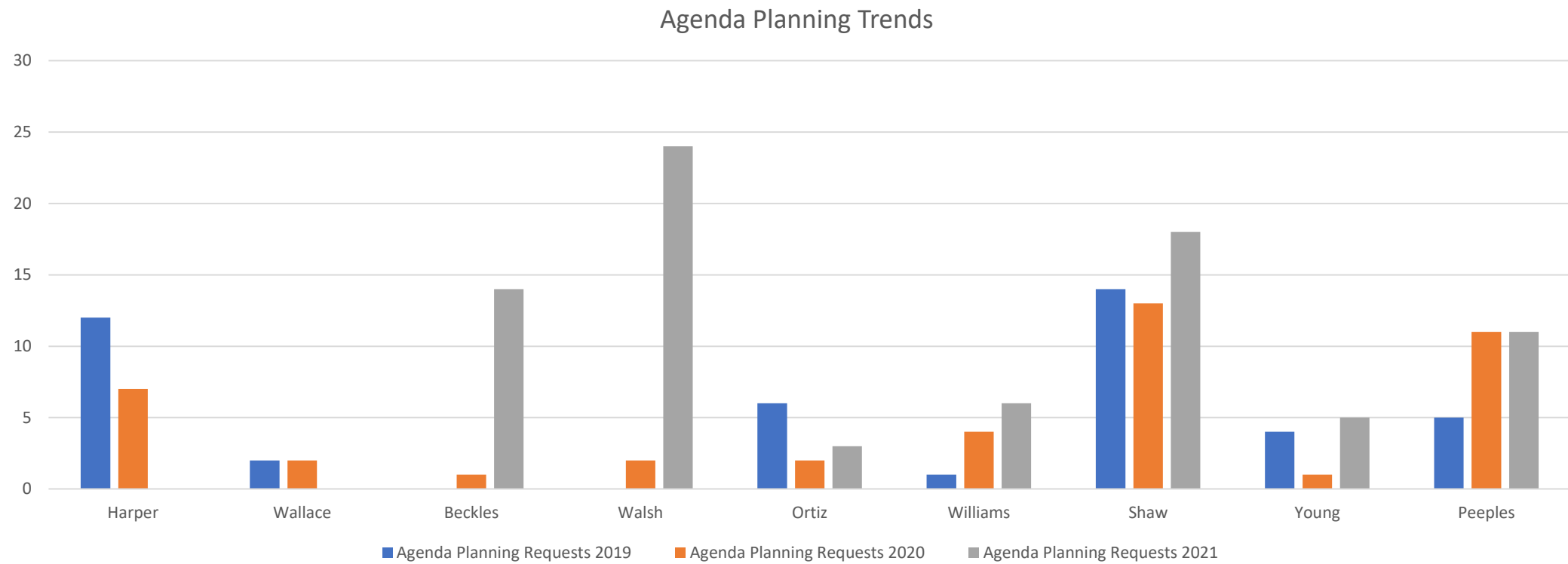
Each item requested shall have the concurrence of **at least one (1)** other Director. The initiating Director shall provide **sufficient detail** about the item being proposed to provide direction to staff as well as a timeframe for calendaring the item. **Prior to proposing an item**, the Director should discuss it with the General Manager or a member of his/her Executive Staff to whom he/she refers the proposal.

Directors shall be **limited** to two (2) agenda planning requests per meeting.

Agenda Planning Trends (year over year)



Agenda Planning Trends (by Director)



Staff's Observations

- New AP requests not discussed with staff in advance.
- AP requests appear more focused on educating about day-to-day operational matters than on policy matters.
- AP requests lack sufficient detail on the nature and scope of the request and what is to be accomplished, resulting in a lack of clear direction to staff which requires additional follow-up.
- Turn-around time for requests that require in-depth analysis, multiple departments, external resources is sometimes unrealistic.
- Timing and volume of AP requests divert staff's time from critical work responsibilities/priorities.

Staff Suggestions

- Limit Board members to Eight (8) requests annually. (That's a maximum of 56 requests a year)
- Each new request must have four endorsers (including the Director requesting the item). This will ensure that a request has the interest of the majority of the Board.
- Disperse items between Board meetings (Operations and Planning items can be requested at the first meeting of the month; Finance and External Affairs items can be requested at the second meeting of the month).
- Require that advance notice of an AP request be given to the appropriate Board Officer or Executive Staff Team member in order to determine the feasibility of the request and iron out specific details.

Staff Suggestions

- Arrange the Agenda Planning Pending List by Board member instead of by subject area.
- Allow shorter follow-up matters to be addressed in the General Manager's report (but follow the agenda planning process).

Discussion

Consideration of staff's suggestions and any other Board members would like to offer.

What changes would the Board like to make?

Questions?