

AGENDA PROCEDURES

While the previous agenda form had implementation date specified for Action motions, I have added that category to Money appropriation motions. The implementation person or committee category is now more specific: there are boxes to check for the committee or person assigned to implement the task assigned for the Action motions as well as designation of “primary” person or persons to carry out the task.

Substantive motions that you intend to introduce should be put in writing and sent to me and the CALI office at least 30 days ahead of the scheduled meeting date. This will enable the CALI office to give a written estimate to the board of the amount of time necessary to implement the motion if the motion affects the work of the office.

If you do not submit the motion 30 days ahead of time, this does not mean that it won’t be on the agenda. The Chair should be flexible if the reason for the motion didn’t arise until after the 30 day cutoff. But if there is no pressing reason to have the motion on the pre-determined agenda, it will go on the New Business portion of the agenda. Keep in mind that at the beginning of the meeting we amend and vote on the agenda anyway so the board retains the right to vote on where things are going to be placed when all is said and done.

Reports & Agenda Requests

Please submit agenda requests to me for any upcoming meeting by e-mail as soon as you think about them. Don’t wait until the last minute.

Your Agenda request must be accompanied by a written report explaining the Agenda item, must include the amount of time you are requesting be allotted to the subject, and must indicate whether or not this subject matter should be referred to a committee.