
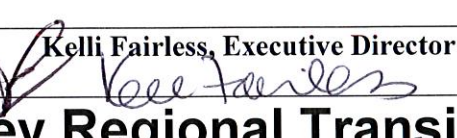




This policy supersedes all prior policy statements written, verbal, or otherwise

Section	Policy No. 1.27.00
Policy Title: Board Agenda Preparation and Approval	Page 1 of 2
Policy Date: 07/15/09	Policy Adopted: 07/15/09
Approved By:	Policy/Page Replaced: Policy Amended:
David Ferdinand, Chairman 	Kelli Fairless, Executive Director 

Valley Regional Transit Board Agenda Preparation and Approval

The importance of proper preparation and submittal and review of agenda items is that it: assists the Board to be able to review items prior to the meeting; ensures that items before the Board have been fully vetted by staff, and ensures that the Board's conduct of business is in compliance with the Idaho Open Meeting Law. At the meeting in which the agenda item is considered, the Board should be provided with complete and accurate backup material and supporting documents.

Policy

I. Meetings of the Board and Management Committee

Regular Valley Regional Transit (VRT) Board meetings are generally held the 3rd Wednesday of each month. Regular Board meetings are held in January, March, May, July, September, and November. Board/Committee work sessions are held in February, April, June, August, October and December. Regular Management Committee meetings are generally held the 1st Monday of each month.

II. How a Board agenda is developed

The Executive Director proposes agenda items for Valley Regional Transit Board meetings. A request to include an item on a draft agenda can be made by staff, members of the VRT Board, the Regional Coordination Council, and the general public. Any request must include the necessary backup materials and supporting documents. The Executive Administrative Assistant tracks the agenda items by meeting and prepares a draft list of proposed board agenda items to present to the Executive Director. The Executive Director may consult with staff members, legal counsel and other resources in determining the relevance of any submittal pertaining to the VRT Board meeting.

III. Management Committee Review

Once draft board agenda items are developed, these items are presented for approval at the next scheduled Management Committee meeting held prior to the VRT Board meeting. The approved agenda items are included in the board packets, which are

generally distributed one week prior to the board meeting date. If the one-week deadline falls on a holiday, the deadline will be moved back one day.

IV. Deadlines

Proposed agenda items and backup materials must be submitted to the Executive Administrative Assistant no later than ten (10) working days before the next scheduled meeting of the Management Committee. This will provide enough time for comprehensive review of submittals for accuracy and appropriateness.

V. Guideline for Consent Agenda

A staff member may request non-controversial or routine items to be placed on the Consent Agenda. These items are such that the Board may approve them quickly with little discussion. Board members can request an item be removed from the consent agenda for discussion and separate action.

VI. Posting of Meeting Notice and Agenda

(1) For regular meetings, Section §§ 67-2343 of Idaho Code requires no less than a five (5) calendar day meeting notice and a forty-eight (48) hour agenda notice, as provided by statute. The notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place in the administrative offices of VRT. In addition, the agenda will be posted on the www.valleyregionaltransit.org website.

(2) For special meetings, or when only an executive session will be held, meeting and agenda notice must be posted at least twenty-four (24) hours before the meeting, unless an emergency exists. The definition of an emergency is defined in Section §§ 67-2343 of Idaho Code.

VII. Amending an Agenda

An agenda may be amended, provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

1). If an amendment to an agenda is made after an agenda has been posted, but forty-eight (48) hours or more prior to the start of a regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

2). If an amendment to an agenda is proposed after an agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the governing body votes to amend the agenda.

If an agenda is amended prior to a Board meeting, a copy of the amended agenda will be posted at the location of the meeting.

3). An agenda may be amended after the start of a meeting by a motion specifying the reason for the new item and why the item was not listed on the original agenda.