



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

<b>Section</b>	<b>Policy No. 1.27.00</b>
<b>Policy Title: Board Agenda Preparation and Approval</b>	<b>Page 1 of 2</b>
<b>Policy Date: 07/15/09 revised 07/09/18</b>	<b>Policy Adopted: 07/15/09</b>
<b>Approved By:</b> <i>Jim Hansen</i> <i>Keei Budenstein</i>	<b>Policy/Page Replaced:</b> <b>Policy Amended: 07/09/18</b>
<b>VRT Board Chair</b>	<b>Executive Director</b>

## 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 Executive Board

Regular Valley Regional Transit (VRT) Board of Directors meetings are held quarterly in January, April, July, and September. Regular VRT Executive Board meetings are generally held the first Monday of most months.

#### II. Agenda Development

An agenda is required for each meeting. 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 backup materials and supporting documents. An agenda item that requires a vote will be identified on the agenda as an "action item". The Executive 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. Executive Board Review**

The Executive Board reviews the proposed VRT Board agenda prior to each quarterly meeting. The items are presented for approval at the scheduled Executive Board meeting held prior to the VRT Board meeting. The approved agenda items are included in the Board packet, 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 Assistant no later than ten (10) working days before the next scheduled meeting. 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 74-204 of the Idaho Code requires no less than a five (5) calendar days 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.vallevregionaltransit.org](http://www.vallevregionaltransit.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 74-204 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 that states the good faith reason the agency item was not included in the original agenda post. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the meeting minutes.