


CITY OF TALLAHASSEE - LEON COUNTY 		DATE <hr/> NO. 103
TITLE Meeting Schedule and Agenda Development Policy		ORG. AGENCY Blueprint 2000 <hr/> APPROVED October 20 2003
103.01 <u>STATEMENT OF POLICY</u> It is the intent of the Agency to establish a clear and consistent process for the development of meeting agendas, prescribe a process for modifying said agendas, prescribe a process and procedures for establishing and modifying meeting schedules.		
103.02 <u>AUTHORITY</u> This policy was adopted by the Blueprint 2000 Intergovernmental Agency Board of Directors on October 20, 2003.		
103.03 <u>OBJECTIVE</u> To establish a policy for the development and modification of agendas and scheduling of meetings of the Intergovernmental Agency.		
103.04 <u>SCOPE AND APPLICABILITY</u> The policy outlined herein shall apply to the Intergovernmental Agency, Intergovernmental Management Committee (IMC) and all employees referenced in the joint project management structure involved in any activities associated with the Blueprint 2000 program.		
103.05 <u>DEFINITIONS</u> <u>Draft Agenda:</u> An agenda that has been prepared by the Director of Blueprint 2000 but has not been approved by the Intergovernmental Management Committee, (IMC). <u>Draft Agenda Modifications:</u> Changes, including deletions, additions, or supplemental material to existing agenda items on the Draft Agenda. (Does not include editorial or administrative modifications) <u>Approved Agenda:</u> An agenda with or without supporting documentation that has been approved by the IMC.		

Agenda Modifications: Changes made to the Approved Agenda as described above, generally announced at the beginning of each Agency Board of Directors meeting. Depending on the timing of the modification(s), material supporting the changes may or may not be distributed prior to the scheduled meeting.

Intergovernmental Agency (IA): Governing body, consisting of the City and County Commissions, of the joint project management structure, as provided for in the Interlocal Agreement, and generally referred to as the “Board”.

Intergovernmental Management Committee (IMC): The City Manager and County Administrator

Chairperson: Duly elected member of the Board of Directors charged with the conduct of all Meetings of the Agency Board of Directors

Vice Chairperson: Duly elected Member of the Board of Directors who acts as the Chairperson in the absence of the Chairperson.

Electronic Agenda Distribution: Approved or Draft Agendas that are distributed via e-mail or posted on the Blueprint 2000 web page, www.blueprint2000.org

Approved Agency Schedule:The Draft Agency Schedule that has been presented to the Agency at a regular meeting and approved.

Draft Agency Schedule:An annual schedule developed jointly by the City, County and Blueprint staff that recommends specific dates and locations for Agency meetings.

Staff Director: The individual responsible for carrying out the implementation of the Blueprint 2000 program, reporting directly to the Intergovernmental Management Committee.

103.06 ROLES AND RESPONSIBILITIES

A. Blueprint 2000 Staff Director:

1. Develop the Draft Agenda and supporting documentation based upon input from members of the Board of Directors, direction from previous Agency meetings, staff, IMC, Citizen’s Advisory Committee, Technical Coordinating Committee, Finance Committee or operational or administrative requirements.
2. The Staff Director may accept or reject agenda items presented by staff for inclusion in the Draft Agenda based on agenda length, time sensitivity of the agenda item or applicability of the agenda item to the Agency. It is the intent that all requested items be included in the agenda. Rejection of an items will be considered as an exception.
3. Present the Draft Agenda to the Intergovernmental Management Committee (IMC) for approval.

4. Present the Approved Agenda to the Chairperson or the Vice Chairperson, in the absence of the Chair, for review.
5. When requested by other than Directors, present the IMC with requests to modify the Approved Agenda (Directors are requested to contact the City Manager or the County Administrator directly.)
6. Produce and distribute to Directors, IMC, Director Aides and others as required, electronic and/or hard copies of the Approved Agenda.
7. Develop the Draft Agency Meeting Schedule, review it with the IMC, and present it to the Board of Directors for approval.
8. Present to the Chairperson, staff requests to modify the Approved Agency Schedule.

B. Intergovernmental Management Committee:

1. Provide guidance to the Director for the development of the Draft Agenda.
2. Review and Approve the Draft Agency Agenda.
3. Provide guidance for Draft Agency Meeting Schedule.
4. Review and comment on the Draft Agency Meeting Schedule.

C. Vice Chairperson: Act as the Chairperson in the absence of the Chairperson.

D. Chairperson of the Board of Directors:

1. Approve the Draft Agency Meeting Schedule for presentation to the Board at a regular meeting.
2. Resolve issues regarding rescheduled meetings.
3. Approve rescheduled meetings.

103.07 ADDITIONAL PROVISIONS AND EXCEPTIONS

General Provisions:

The Agenda for Intergovernmental Agency meetings will be prepared in Draft by the Blueprint 2000 Staff Director. This Draft Agenda will contain items that require Board action as determined by the Staff Director--consent, discussion and informational items. The City and County staffs will provide and coordinate with the Staff Director any City or County items for inclusion into the Agenda and will provide input for Blueprint 2000 agenda items that may involve or impact either entity. This Draft Agenda will be forwarded to the Intergovernmental Management Committee for their approval.

The IMC must approve all modifications to the Approved Agenda.

Either member of the IMC may unilaterally exclude an item from the agenda, however any agenda item specifically requested by a member of the Board is not subject to exclusion by either member of the IMC.

The Blueprint staff will distribute Approved Agendas electronically (e-mail), on the Blueprint 2000 web site and in hard copy. E-mail copies will be provided seven (7) days in advance of the meeting. Hard copies will be limited to each Director, the IMC, and selected others as deemed necessary and distributed at least five (5) days prior to the scheduled Agency meeting.

Directors who desire the addition of an agenda item or the deletion of an agenda item from the Approved Agenda will contact the City Manager or the County Administrator directly. Staff desiring to add or delete an agenda item from the Approved Agenda will first approach the Director who may then forward the staff request to the IMC for consideration. The IMC may deny the late addition or deletion of any agenda item if in his/her opinion the item has not been properly developed, can be deferred until a subsequent meeting without detriment, or in the event of a request to delete, feels that the items needs to be considered by the Board. Late agenda items will only be added if deemed time sensitive and critical by the IMC.

Agendas will be posted to the Blueprint 2000 Web site www.blueprint2000.org. Limited copies of the agendas will be available at the Agency meeting. Directors will be provided Blueprint 2000 binders that contain reference information to include the Interlocal Agreement and the Agency by-laws. Director aides are requested to post to these binders the Approved Agendas that are provided.

Format for the Agenda will be as attached.

Agency Meeting Schedule

Annually the Staff Director, in conjunction with the City and County Staffs will prepare a Draft Agency Meeting Schedule. This schedule will specify, times, dates and locations for Agency Board of Director meetings for a period of not less than one year. Meeting locations will generally alternate between the City Commission Chamber and the County Chamber. Other locations may be used as approved by the Chairperson. Times for meetings will generally be 3:00 p.m. to 5:00 p.m., however, meetings may be scheduled for 5:00 p.m. to 7:00 p.m. if approved by the Agency. The Draft Agency Meeting Schedule may include meeting dates for the TCC and the CAC. MPO meetings and Agency meetings will not be on the same day except as approved by the Chairperson in extreme cases.

Once reviewed by the IMC and the Agency Chairperson, the Draft Agency Meeting Schedule will be distributed to each member of the board for their review prior to the Agency meeting. Distribution will be as above for agenda distribution.

The Draft Agency Meeting Schedule will be presented to the Board as an agenda item. Once passed by the Board of Directors the Approved Schedule will not be altered except in extreme cases. Requests to alter the Approved Schedule must be presented to the Agency Chairperson who will task staff to query the Directors for their availability and agreement to modify the approved schedule. Based upon input from the Directors the Chairman will make the decision considering the following:

- i. The number of members available for the originally scheduled meeting.
- ii. The number of members indicating agreement to a new specified meeting date.

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iii. The number of members available on the rescheduled meeting date. After considering the above information the Chairperson will determine which alternative, the original date or the rescheduled meeting date satisfies the needs and desires of the greatest number of the Directors.

The Chairperson may direct meeting cancellations only after a query of the Directors is made and the Chairperson considers the desires of the Directors. If the majority of the total Board members desire not to cancel a meeting then the meeting will be held as scheduled minus those Directors who are not available to attend. If sufficient City or County Commissioners are not available to form a quorum the Chairperson may elect to hold the meeting yet defer any agenda items requiring a vote.

Any items not specifically addressed in this policy will be presented to the Staff Director and the Intergovernmental Management Committee for resolution.

Sunset Provision: December 2019

103.08 EFFECTIVE DATE

This policy will become effective on October 20, 2003, pending approval by the Blueprint 2000 Intergovernmental Agency.