

Addendum C

Board Agenda Development

Agendas should prioritize deliberation and substantive engagement by all board members. The chair will develop the agenda in collaboration with department staff, and in consultation with the entire board, with the goal of creating buy-in and support for the board's work.

For agenda items that are not part of the expected board workplan, the chair will solicit board feedback at the earliest possible opportunity. Otherwise the draft agenda, including topics and time windows, will be sent to the other six board members by the board administrator six weeks ahead of the meeting for feedback from board members. The chair will take this feedback into consideration when finalizing the agenda.

Any board member can request an item for a future agenda and the chair must take these requests into consideration. The chair will give increasing weight to requests made by more board members.

The final agenda is at the discretion of the chair.

This document supersedes all previous guidance on this topic.