

## Summary of PPCC Meeting/Agenda Process

### **1. Placing Items on Agenda**

Board members may contact the President to discuss ideas for agenda items. The procedure for placing items on the agenda is: the request must be made at least 10 days in advance of a meeting; the requestor must provide sufficient information about the item, including any necessary supporting documents and other written materials (preferably by email), and must be prepared to coordinate assembling and distributing written information and inviting speakers. At the President's discretion action items shall be added to the agenda no later than 4 days prior to a meeting and the requestor must provide sufficient information for the President to determine suitability of the item including the topic's relevance to the broad community and its congruity with PPCC concerns and procedures. PPCC Bylaws, Art. IX.5.A.

### **2. Agenda Distribution and Review**

Agendas of regularly scheduled Board meetings are distributed via the PPCC email list 72 hours in advance of each meeting (*i.e.*, the Monday preceding each scheduled meeting). Bylaws, Art. IX.5.B. Agendas are also posted on the PPCC website, whenever possible, 72 hours in advance of each meeting. Board members are encouraged to read agendas prior to all meetings; the PPCC Code of Conduct provides that members "should prepare in advance of meetings and should be familiar with issues on the agenda." Bylaws, Appendix C, SR-9. Members are urged to contact the President prior to meetings with questions or comments about any agenda items.

### **3. Agenda Order of Business**

The required agenda order of business is set forth in the Bylaws, Art. IX.4. The President at his/her discretion may rearrange the order of discussion during the meeting and may limit the total amount of time allocated on particular issues and for individual speakers. Bylaws, Art. IX.6.

### **4. Nature of Agenda Items (Discussion/Action vs. Non-Discussion/Non-Action)**

Introductory matters, reports and announcements by the President, Officers, Board members and/or Advisors (Items 1-7.1 and 7.3) are *non-discussion/non-action* items.

Announcements from Governmental Representatives (Item 7.2) are *non-discussion/non-action items*, except that limited Q&A may take place at the President's discretion and subject to timing considerations.

Reports from Committees (Item 8) are *non-discussion/non-action items, unless otherwise indicated*. If a Committee motion is specifically referenced in the agenda, the matter is a discussion/action item.

Old and New Business (Items 9 and 10) are *discussion/action items, unless otherwise indicated*. Note: Motions may either be specifically included in the written agenda or made orally by voting members at the time of the meeting on any old or new business item, unless specified in the agenda as "discussion only." No action may be taken on any items not appearing on the distributed agenda. Bylaws, Art. IX.6.

General Public Comment (Item 11) is a *non-discussion/non-action item*; comment is reserved for *non-Board speakers only*. Bylaws, Art. IX.6.

### **5. Parliamentary Rules**

Robert's Rules of Order (current edition) governs the conduct of meetings, unless otherwise referenced in the Bylaws or Articles of Incorporation. Bylaws, Appendix C, SR-2. It is inappropriate for a Board member to unilaterally call for suspension of rules; suspension of the Articles of Incorporation, Bylaws or Standing Rules is not permitted during meetings. Bylaws, Art. XII.3. The President comes prepared to follow parliamentary rules at all meetings and from time to time consults authorities and/or the PPCC Legal Advisor as to applicable rules. If a Board member wishes to challenge the application of any rules during a meeting, proper procedure should be followed and the member should be prepared to cite authorities. Outside of meetings, the President welcomes questions and comments about rules.

*Prepared by Christina Spitz  
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