

## Summary of PPCC Meeting/Agenda Process

### 1. Placing Items on Agenda.

Board members may contact the Chair 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 Chair evaluates the request based on three criteria – (1) concern to the Palisades community broadly, (2) urgency of the topic, whether a deadline is involved, and/or the topic’s relation to other pending issues, and (3) whether the board has previously considered the item. If the Chair determines to place the matter on the agenda, the requestor must provide sufficient information about the item no later than four days prior to the meeting. PPCC Bylaws, Art. IX.5.A. To assist the Chair, the requestor should include any necessary supporting documents and other written materials (preferably by email), and should be prepared to coordinate assembling and distributing written information and inviting speakers.

### 2. Agenda Distribution and Review.

Agendas of regularly scheduled Board meetings are distributed via the PPCC email list at least 72 hours in advance of each meeting. Bylaws, Art. IX.5.B. Current practice has been to distribute agendas via email on the Friday preceding each scheduled meeting, whenever possible, in order to give more time for members’ review and consultation, as necessary, with their respective boards or constituents. 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 Chair 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 Chair 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, Arts. IX.4 and IX.7.

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

Introductory matters, Reports and Announcements (Bylaws, Art. IX.4, Items 1-8) are *non-discussion/non-action* items, except that limited Q&A may take place at the Chair’s discretion and subject to timing considerations. General Public Comment (Item 7) is reserved for *non-board member speakers only*. Bylaws, Art. IX.7.

Reports from Committees (Bylaws, Art. IX.4, Item 9) are *non-discussion/non-action items, unless otherwise indicated*. If a Committee motion or recommendation for board action is specifically referenced in the agenda, the matter is an action item. Limited Q&A may take place during Committee Reports at the Chair’s discretion and subject to timing considerations.

Old and New Business (Bylaws, Art. IX.4, Items 10 and 11) 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.7. Per PPCC practice and legal advisor opinion, motions may only be made by voting board members.

The Chair at his/her discretion may call for a “sense of the board” vote or “straw poll” at any time during PPCC meetings for informational purposes. Bylaws, Art. IX.6. In addition, the Chair may call for board approval of or consent to non-controversial or routine actions (such as appointment of advisors or writing letters of inquiry) at any time during meetings if the general topic is indicated on the agenda.

## **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. Suspension of the Articles of Incorporation, Bylaws or Standing Rules is not permitted during meetings. Bylaws, Art. XII.3. The Chair comes prepared to follow parliamentary rules 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. The Chair welcomes questions and comments about rules whenever possible outside of meetings.

*Prepared by the PPCC Officers  
October 2019*