

## Procedure: Council New Business

Procedure # TBD	Adopted: 09/09/20	Last Updated:
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### **PURPOSE:**

To establish a process for introducing new business items for Council business meetings.

### **PROCEDURE:**

Council members may request new business be included on a Council meeting agenda in two forms: (1) as a brief discussion topic or (2) as a full agenda item.

1. **To request a 5-10 minute initial discussion of an item** requires sending the Board a request (1) week before the distribution of the Council meeting agenda (approximately two weeks prior to a meeting).
  - a. The Board Chair will call for new discussion topics on the Council list (1) week before the final Council agenda is distributed. Council members should direct requests for a discussion topic to the Board Chair and Executive Director.
  - b. The Board Chair will reserve 15 minutes for discussion topics during the Council meeting under a new business section of the agenda.
  - c. If there are multiple discussion topics requested that would reasonably exceed the available time on the agenda for new business, or a topic appears to require more extensive discussion, the Board will consult with the proposing Council member and may shift a discussion topic to the next Council Open Forum or Council business meeting, as appropriate.
  - d. If time allows after pre-requested topics have been covered, emergent discussion topics may also be raised from the floor by Council members. Temperature-taking techniques may be used to gauge interest in the topic.
  - e. No action will be taken on new discussion topics during the meeting in which they are introduced. If there is sufficient Council interest, an individual or group may work with the Board as described below to bring a full agenda item back to Council for formal action.
  
2. **To bring forward a proposal for full discussion and action** requires submitting a draft proposal to the Board (1) month in advance of a Council meeting and working with the Board to prepare for discussion and identify financial impacts of a proposed action (if any).
  - a. If a Council member or group wishes to propose new business as a full agenda item (i.e., a proposal requiring Council action) for a future Council meeting, they should submit the proposed new business to the Board Chair and Executive Director (at minimum 1 month, and ideally 2 months, in advance of the Council meeting at which they are requesting it to be addressed). These requests will be shared with the Board.

- b. The requestor(s) will be asked to help the Board shape the agenda item for presentation to Council. In its fiduciary role, the Board will ensure that the potential operational and strategic impacts are clearly stated for new items or proposals brought before Council.
- c. The Board will have full discretion to prioritize requests for new agenda items based on existing business that must be addressed at the upcoming Council meeting, or on the apparent priority of different new business items. This means proposed new agenda items could be deferred to a future meeting. The Board may also choose to defer other items on the Council agenda to respond to urgent new business matters.

**Note:** In addition to the options above, Council members are encouraged to participate in the Council Open Forums as one means of bringing emergent topics to the Board's attention. The Board will identify topics of interest discussed during Council forums that merit further discussion or action at Council meetings and proactively add those to meeting agendas.

## **BACKGROUND:**

*The new business process is intended to:*

- Foster regular discussion of emerging issues of strategic consortial importance,
- Set clear expectations around how new business topics will be handled and what outcomes are possible,
- Provide for the efficient use of Council meeting time,
- Adjust the current method for building the Council agenda to be more egalitarian and responsive to emerging interests,
- Support the planning timeline needed to put together a Council meeting, and
- Support the Board's fiduciary responsibility when new business is brought before Council.

*Limitations on new business items with budget implications or impact on strategic plan:*

While new business may be proposed, discussed, and acted upon at any point during the Alliance's fiscal year, proposals and Council actions that either require a new budget expense request (especially a recurring expense) or that would add an initiative to the Alliance's strategic plan (or both) will generally be aligned with the Alliance's annual budget development and approval timeline:

- *July-September:* Initiatives for the next fiscal year brought forward by Teams, Board, or Council
- *October-February:* Initiatives included in next fiscal year's budget development by ED, Finance Team, and Board and shared with Council
- *March:* Next fiscal year's budget and new initiatives approved by Council

- *July*: Approved new initiatives launch

Proposed activities that do not require a new budget request (i.e. there is no financial cost to the activity, **or** activity expenses can be covered through a one-time reallocation within the approved operating budget or approved expenditure from the Agility Fund) or that would not be approached as a strategic initiative (e.g. an operational activity) may be approved by Council and implemented within the same fiscal year.

## **DEFINITIONS:**

[Optional]

## **RELATED DOCUMENTS:**

1. n/a