



## Agenda Items Policy

### **What is the Purpose of this Policy?**

Provide procedures for placing an item on the Butte County Continuum of Care (CoC) agenda, making a presentation, or speaking to an item on the agenda.

### **Requesting Agenda Items:**

Any Council member, voting or general member, and members of the general public may request a matter within the jurisdiction of the Council be placed on the agenda of a CoC Regular Meeting or Special Meeting as defined by the CoC Governance Charter. The request must be in writing on the template titled “Agenda Item Request Form” and be submitted to the Chair, who will consult with the CoC Executive Committee. Supporting documentation and information, if any, must be provided at the time of the request and at least fourteen (14) days or two weeks before the scheduled meeting date. Items submitted less than two weeks before the scheduled meeting date and/or if the time requested exceeds the amount of time available (for the requested date) may be postponed to a later meeting in order to allow sufficient time, for consideration and research of the issue.

The Chair and/or Executive Committee shall decide whether a request is within the subject matter jurisdiction of the Council. Items not within the subject matter jurisdiction of the Council may not be placed on the agenda. In addition, the Chair and/or Executive Committee shall determine if the item is merely a request for information before placing the item on the agenda.

The Chair and/or Executive Committee shall decide whether an agenda item is appropriate for discussion in a Regular or Special Meeting, and approve whether the item should be an action item, informational item or discussion item.

### **Speaking to an Item on the Agenda:**

The CoC Council encourages communication and constructive conversation on all agenda items. The agenda shall provide voting or general members and members of the public the opportunity to address the Council on any agenda item after the Council’s consideration of the item. The agenda shall also provide members of the public an opportunity to comment at meetings on matters which are not on the agenda, but which are within the subject matter jurisdiction of the Council.

In order to conduct business in an orderly and efficient manner, the Council requires that presentations and/or public comments to the Council comply with the following procedures:

1. A person designated to speak on the agenda or wishing to be heard by the Council shall first be recognized by the Chair and shall then proceed to present and/or comment as the subject permits. The Chair may limit presentation and/or comment time as needed to meet the timeframe of the agenda and scheduled meeting time.
2. The Chair may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the Chair may indicate the time and place when it should be presented.



# Butte Countywide Homeless Continuum of Care

## Agenda Item Request Form

Email to: [ButteCoC@buttecounty.net](mailto:ButteCoC@buttecounty.net) to the Attention of CoC Chair

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Contact Information:

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

1) Preferred Meeting Date: \_\_\_\_\_

2) Agenda Action Requested:

Action       Informational       Discussion

3) Title of Item to Add to the Agenda: \_\_\_\_\_

Brief Description of Item:

\_\_\_\_\_  
\_\_\_\_\_

4) Back-up Documentation Provided:

Yes       No       Not Applicable

5) Estimated Time Needed for Presentation: \_\_\_\_\_

Below to be completed by CoC Chair or Authorized Member of the CoC Executive Committee:

Approved by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Notes: \_\_\_\_\_