

Tab 5-Explain Procedures for Agendas and Board Book Materials

Agenda Preparation

Regular Board meetings have been held on the fourth Tuesday of the month for the past several years. One of the president's duties is to prepare the agenda for each Board meeting. Generally, a draft agenda is prepared and sent by email to Board members 12 days prior to the Board meeting (usually the second Thursday of the month) with a request for additions or deletions.

If approved by the president, requests by Board members are incorporated in the agenda and it is sent back to the Board and to the office for posting at mail stations and on the website on the Monday of the week before the Board meeting. Information to support any tab for which a Board member is responsible is due to the office by the Tuesday of the week before the Board meeting.

The office staff puts the member's Board books together on Wednesday and Thursday morning of the week prior to the meeting. Board members are sent an email on the Thursday before the Board meeting letting them know their books are ready to be picked up. Members can either pick up their board book at the office or get them at the gate any time after 5 p.m. on that day. As soon as the books are ready, the tab information is posted on the Lake Holiday website.

[TITLE OF TAB ITEM]

ISSUE:

[Brief Summary of the issue being discussed.]

BACKGROUND:

[More substantive details regarding the issue that need to be addressed.]

RECOMMENDATION:

[Details on recommendation for action, if any.]

SUMMARY:

[Use if needed or delete.]

PROPOSED MOTION(S) or ACTION(S):

[Language of the proposed motion(s) or action(s) if any.]