



ADMINISTRATION AND FINANCE



STAFF REPORT

To: SBWMA Board Members
From: Kevin McCarthy, Executive Director
Date: November 19, 2015 Board of Directors Meeting
Subject: Discussion on Board Agenda-Setting Process and Procedures

Board Action

This staff report is for discussion purposes only and no formal action is requested of the Board of Directors.

Analysis

At the September 24, 2015 Board meeting Board Member Olbert requested that there be a future Board agenda item to discuss Board procedures, specifically the process used to agendize items on the Board agenda. Board Chair Widmer had a follow-up conversation with Board Member Olbert to confirm what the specific request was for.

As noted below under "Background," there has been a long standing practice for the Executive Director to work with the Executive Committee to develop the Board agenda. Further, staff has always honored Board Member requests to add an item to a future agenda; there has been no need for a formal process to do so such as requiring some minimum number of Board Members to endorse such a request.

Background

Section 8.05 of the Second Amended and Restated JPA Agreement details the duties of the Chair as follows:

- a. Conducts Board meetings
- b. Review and set meeting agendas with the Executive Director
- c. Signs any and all SBWMA official documents

Further, as matter of long standing practice for at least the past nine years, the JPA has had an adhoc Executive Committee established for the purpose of agenda planning. Historically, the Executive Committee has consisted of the Board Chair, Vice Chair, Board Legal Counsel, Executive Director and Board Secretary.

Fiscal Impact

There is no fiscal impact associated with this item.