

Appendix A: Process for Committee Members Bringing Forth a Topic for Discussion

1) Under Other Business at end of regular meeting, member can make a motion to discuss a topic at next general meeting

- Staff would attach a report to the next agenda with discussion topic noted so members of the public could attend if interested
- Member raising the topic would prepare a short paragraph of information which would be included in the report and give a 5 minute overview to start the discussion (The deadline for submission to report is minimum ten days prior to meeting)
- Other members of committee could add to the discussion by making comments
- The timeframe for these discussions would be a maximum of 10 minutes