



5-10-23

## **Proposed New Meeting Structure, Processes, Communications Protocols** **Prepared by: Michael Tirrell, Janae Novotny**

### **Overall Context**

This proposal for changing the structure and protocols for monthly Board meetings comes from the need to optimize the effectiveness of monthly board meetings – and to better systematize communications for each monthly meeting. In short, the idea is to prioritize Board focus and time on issues of critical importance to village finances and operation.

This plan looks to move away from meetings structured around committee reports, and to shift to a framework emphasizing items that require action – as well as issues requiring more consistent and thorough Board discussion.

While the new meeting structure still values committee reports, the proposed change looks to have the Board spend more valuable time on *priorities* – and less meeting time on topics that often take time disproportionate to their importance.

*Overriding goals: Action on pressing items. More informed discussion and focus on items of critical importance. Stronger, more proactive communication with village. Shorter, more efficient meetings.*

### **New Meeting Structure**

The idea is for the Board to work from an agenda divided into three sections, briefly outlined as:

- 1. Action Items:** Board meetings would focus first on whatever items require Board decisions and a vote.
- 2. Critical Issues:** The second section of each agenda would focus on the core set of issues of critical importance at any given time (, e.g. budget, capital projects planning, etc.). This section would allow for a deeper dive into a limited set of issues, allowing the Board to explore options, hear opinions, and ultimately move issues forward. **This is often how budget workshops function and how they provide for the right balance of discussion and alignment.**
- 3. General Discussion:** The third section of the meeting allows for committee updates or clarification. NOTE: Under this new meeting structure, committee chairpersons are required to submit written summaries for distribution to the Board and general public. These summaries take the place of committee updates that are currently given by chairpersons in monthly meetings. *More on written summaries below.*

Committee reports requiring no Board action will be on a “consent agenda” for acceptance by the Board. Board members will have an opportunity to identify a committee report for discussion if time permits.

## **Revised Protocols & Processes**

### **A. Issues presented for Board action**

If you are requesting Board action, please submit a written motion and brief written rationale for the requested action. If you are submitting a committee report, an action item motion and rationale may be included in the committee report; additional documents are not needed. Any proposed motion will be included on the agenda document to provide the public a brief overview of the substantive issues the Board will be discussing.

### **B. Written committee summaries**

As discussed earlier, written reports will take the place of committee updates. The summaries should include important information to include in all written submissions to the Board:

- Date, and
- “Draft” watermark on documents prepared for eventual Board approval. Documents may live on websites forever, and clearly identifying “drafts” is important to clarify which documents reflect final, official Board-approved action.

### **C. Guest presenters**

A Board member who wishes to invite a guest presenter or committee members to speak to the Board should check with me to identify the best Board meeting date and time to add them to an agenda.

## **Pre-Meeting Monthly Timeline & Deadlines**

Overseers are asked to follow the timeline structured here to avoid the rushed and at times confusing submission of materials for the monthly meeting. NOTE: We will distribute materials prior to the monthly meetings ONCE and post those materials to the village website. They are also distributed to Dan Webster for his distribution to his mailing list.

### **1. Committee reports, action items, other agenda materials**

Deadline for submitting: Wednesday before a Sunday Board meeting

All committee reports, action/discussion items and any other agenda materials should be sent to Janae no later than: Wednesday before a Sunday Board meeting

### **2. Distribution of all prepared meeting materials:**

On the Wednesday evening before a Board meeting, Janae sends Michael everything received from Board members and staff to post on our website and share with Dan Webster. Usually, Janae will hold agenda materials submitted after Wednesday and distribute in a second communication later in the week.

*Exceptions: Utilities Committee reports and financial materials will be distributed as they are available.*