

TCA BOARD MEETING PROCESS

The board will generally follow the decision-making process outlined below for considering proposals for taking action or changing policy:

STEP 1

Approximately two weeks before the next regular Board meeting (Board Special Meetings and Working Sessions will require a different timing) the Chair, Vice Chair, Board Clerk, and President will hold an “Agenda Meeting” to establish an initial draft of the agenda. That meeting will be called and directed by the Chair. Any Board member (with prior notice; to comply with open meeting notice requirements) and/or Cabinet member may attend that meeting. Board members, who request an agenda item be added to the agenda, must do so either in person at the Agenda meeting or in writing to the Chair and Board Clerk prior to the meeting day; at the discretion of those present at the meeting, items may be added. A draft copy of the agenda will be sent to the Board and Cabinet. Additional Special Board Meetings or Working Sessions may be called by the Board Chair as required and prescribed in TCA’s Bylaws. Agendas for Special Board Meetings and Board Working Sessions will be set and published at the Chair’s discretion in accordance with state law.

STEP 2

The agenda (for regular Board meetings) will be approved by the Chair not less than 10 days prior to the next called regular meeting.

STEP 3

The agenda will then be sent to Board members and the Cabinet no less than 10 days prior to the next called regular Board meeting with the call for read ahead assignments.

STEP 4

One week prior to the meeting, all read-ahead material will be submitted to the Board Clerk, unless the Board Chair approves a late submission.

STEP 5

No less than five (5) days prior to the meeting, all read-ahead material will be forwarded to the Board and Cabinet members unless the Board Chair approves a late submission.

STEP 6

If a Board member wishes to make significant changes to (add, eliminate, or amend) the agenda in the week prior to the regular board meeting, that member will be required to submit the request and any read aheads in writing to the Chair and Vice Chair and then the member needs to be prepared to make a motion to amend the agenda during the regular item of “approval of the agenda.” For Special Board Meetings, the amendment of the agenda must be approved by a unanimous vote of the Board of Directors if the added item requires an action vote by the Board of Directors. For Regular Board Meetings, only a majority of Board members need to approve a change to the agenda. The same procedure should be followed by the President on behalf of the Cabinet. Minor changes to the agenda may be made up to three days before the Board meeting. The updated agenda and explanation will be sent immediately to the Board.

STEP 7

Any agenda items that do not have necessary read ahead material submitted (and they are deemed necessary) will be moved to the next regular meeting's agenda unless otherwise approved by the Board Chair.