



MBE/WBE and Small Business Procurement Program Advisory Committee Agenda Setting Procedures

Effective Date: _____

Revision Date: _____

PURPOSE

The purpose of this document is to establish a uniform understanding and application of the MBE/WBE and Small Business Procurement Program Advisory Committee's (Committee) Agenda Setting Procedures.

GUIDELINES

Agendas are usually set at the end of each meeting for the following month. All agenda items must meet the following criteria¹:

- *Stay within the purview of the Committee's mission statement.*
- *Staff is allowed, by city code, to add items to the agenda that the board may need to be briefed on or as required by the City Manager. The Chair does not get to decide what staff should not add to the agenda.*
- *An item from a board member must be accompanied by the sponsorship of at least one other board member.*
- *All items from board members should be submitted at least 5 days before the meeting.*

In instances where additional items are brought forward for inclusion in the next scheduled Committee Meeting, after the initial agenda has been set, the above-mentioned guidelines must be followed.

If a member of the public or a member of the Committee raises a subject not included in the meeting agenda any discussion must be limited to providing a factual answer to a question. If the subject requires further discussion, it must be put on a future agenda so long as it meets the above-mentioned Guidelines.

ROLES AND RESPONSIBILITIES

- Committee members sponsoring an item must have a clear understanding of the item to be added to the agenda.
- Committee members sponsoring an item must be able to craft posting language for the item and provide the language to staff to be added to the agenda. The language does not need to be thoroughly detailed but a member of the public, who may not be familiar with particular terms, should be able to read the language for each item and comprehend the subject matter to be discussed.

If Committee members are sponsoring an item on behalf of a member of the public, the Committee members should work with the requestor to provide this information.

- Committee members must take into consideration the above Roles and Responsibilities, as well as the Guidelines, when sponsoring an item.
- If any of the criteria are not met, the item(s) may not be added to the agenda; however, Committee members should consult with the Executive and/or Staff Liaison for further direction and guidance.

¹ Roles and Responsibilities for Board Members, <http://austintexas.gov/department/workbooks>