

To: Public Safety Commission members and staff
From: Working Group on meetings (Rebecca Webber, Brian Haley, Daniela Nunez, Bill Worsham)
Re: Proposed best practices for more effective Public Safety Commission meetings
Date: January 19, 2016

Pending agenda items

1. Staff liaison – Include a list of pending agenda items in back-up materials each month.
2. Commissioners – when requesting that an item be placed on the agenda give the Chair, staff, and fellow commissioners as much of the following information as possible:
 - a. Why is the proposed agenda item important and timely? →
 - b. Is the proposed agenda item for discussion or action or both?
 - c. Are you requesting a presentation?
 - d. If you are requesting a presentation, can you arrange for the speaker and guide him or her on the content of the presentation?
 - e. If you would like the Chair and staff to line up the speaker, what specifically do you want the presentation to cover?
 - f. Do you intend to offer a resolution on the topic?
 - g. Do you intend to propose the formation of a working group on the topic?
3. Commissioners – request agenda items at the monthly meeting or by emailing the staff liaison and the Chair from your City of Austin email. Copy entire Commission on your agenda requests.

Setting the agenda

1. Chair – schedule time at beginning of every meeting to discuss pending agenda items.
2. Chair – schedule time at beginning of every meeting to review previous month's agenda and hear follow-up from staff on questions pending in previous month's minutes.
3. Chair – default is that agenda items will be action items.
4. Chair – default is equal time for presentation and discussion for each agenda item.
5. Staff liaison – circulate draft agenda and back-up materials as soon as they become available in order to facilitate more community engagement and better preparation by commissioners.
6. Staff liaison – agenda items requested by at least two commissioners at least five days before the meeting but after the monthly planning meeting are allocated at least 10 minutes and will not include a presentation unless it is entirely arranged by the commissioners making the request.

At monthly meetings

1. Commissioners – attend, be prepared, be engaged.
2. Commissioners – let the staff liaison know as soon as possible when you cannot attend.
3. Staff liaison – include in the previous month's minutes: a separate section listing commissioners' requests for follow-up information from city staff.
4. Commissioners – when your item is on the agenda, be prepared to give a short introduction before the discussion and/or presentation regarding what you want to accomplish and why the agenda item is important and timely.
5. Commissioners – when your item is on the agenda, be prepared to head a working group on that matter or take the lead in drafting a resolution regarding that matter.
6. Commissioners – in general, the trajectory of an agenda item is as follows:
 - a. Month 1: request the item be placed on the agenda,
 - b. Month 2: presentation, discussion, and formation of working group,
 - c. Month 3: working group presents draft resolution and commission takes action.
7. Commissioners – when your agenda item results in a resolution, help publicize the Commission's action by giving comment at relevant council committees meetings and council meetings. Copy entire Commission on written comments to council committees and council.