

VEHI Board Agenda Protocol 2019

As a general principle, the Annual Board Work Plan is the foundation from which agendas are developed. In setting the agenda, the Chair and Vice-Chair, together, will begin with the Annual Work Plan, and take into account any requests by individual Board members or staff, as well as circumstances which arise that require Board attention in a timely fashion.

1. On each Board agenda there will be an item to allow members of the Board and staff to suggest matters for future agendas.
2. Items from any meeting that were not fully addressed and require further discussion and/or action will be added to the agenda of a future meeting as agreed by the Board.
3. Additionally, up to two weeks before a scheduled meeting, Board members may submit suggestions for agenda items to both the Chair and Vice-Chair. Staff will arrange for an e-mail reminder to be sent to Board members of the date by which to submit potential agenda items.
4. At least two weeks before a scheduled Board meeting, staff will provide the Chair and Vice-Chair a draft agenda based on the Annual Work Plan and any additional items the staff would like to see addressed.
5. After the two week timeframe, any other items that arise which Board or staff feel should be addressed at the next meeting should be brought to the chair and vice-chair's attention and considered by the full Board as a revision to the agenda at the start of the next meeting.
6. Agendas and documents pertinent to meetings will typically be provided to Board members one week prior to the meeting.

Adopted January 30, 2019

Reviewed March 18, 2025