



PROCEDURE

SECTION: Administrative	POLICY/PROCEDURE #: ADM-06	PAGE 1 of 2
TITLE: Agenda Management Procedure	EFFECTIVE DATE: 11/01/2024	
SUPERSEDES: Agenda Management Policy	DATED: 07/24/2023	

DISTRIBUTION: CareerSource North Central Florida Staff

PURPOSE: To establish guidelines for staff regarding finalizing meeting agendas for CareerSource North Central Florida (CSNCFL) Board, Council and/or Committee meetings.

BACKGROUND:

CSNCFL adheres to certain processes to ensure that all meeting agendas are drafted, reviewed, revised, and finalized for distribution in a timely manner.

The Florida Commerce-LWDB Grantee-Subgrantee Agreement, Section 12.b stipulates that notice of all Board meetings be posted on the Board's website at least seven days before the meeting is to occur and notices of special board meetings must be posted at least 72 hours before the meeting is to occur.

Article VIII Section 8.1.C. of the By-Laws expands on the above and states that staff "...shall send notice of meetings and the Agenda via email or any other electronic means, at least five (5) calendar days in advance of the Board meetings and three (3) days in advance of a Committee meeting."

In order to satisfy the requirements stated above, staff will distribute the agenda seven calendar days in advance of the respective meeting date.

PROCEDURE:

It is the policy of CSNCFL that all efforts to organize/collect materials, draft an agenda and finalize any agenda shall be consistent, clear, and professional and shall be coordinated through the CEO and/or Administrative Coordinator. In order to accomplish this goal, staff must follow the guidelines below.

1. Alert the CEO and Administrative Coordinator as soon as possible of items that will need to

be placed on any agenda.

2. All finalized agenda materials must be submitted to the Administrative Coordinator promptly via email. Final content is due seven calendar days prior to the meeting date before 12:00 pm.
 - a. Exceptions will be made only if prior approval was obtained from the Chief Executive Officer.
 - b. If an agenda item has not been submitted prior to the deadline, the agenda item will be removed and placed onto the next available meeting agenda.
3. All agenda items must be submitted with a summary/blurb of the item.
4. All documents must be proofread and finalized prior to submission. Documents that are not proofread will be returned to the sender and a thorough review will be requested. If a document has been returned to staff, it must still be proofread and returned to the Administrative Coordinator prior to the deadline.
 - a. Exceptions will be made only if prior approval was obtained from the Chief Executive Officer.
5. Submit all materials in PDF format unless another format is requested by the Administrative Coordinator.

The Administrative Coordinator will distribute the agenda once finalized, reviewed, and approved by the Chief Executive Officer.

If staff wish to request revisions to the agenda after it has been distributed, staff may do so during the "Acceptance of Agenda" portion of the meeting. At that time, staff may state their concerns and/or amendments for the respective Committee, Board and/or Council's consideration and vote.

INQUIRIES: Any questions about this policy should be directed to the CareerSource North Central Florida Chief Executive Officer.

OFFICIAL SIGNATURE

PHYLLIS MARTY
Chief Executive Officer