



FEATHER RIVER RAIL SOCIETY POLICY
Agenda Process
Board of Directors Meetings

Effective Date: 1/1/2018
Next Review Date: 11/01/2020
Replaces: 03/28/2002

Legal Review Date:

The intent of this policy is to provide a standard, consistency and uniform format for the submission of Agenda Items for each Board of Directors meetings.

Agenda items need to be submitted with the following information:

Agenda title:
Meeting date:
Item sponsor's name:
One or two sentence brief description:
Detailed report:
Requested or Recommended Action (if applicable)

The title, name and brief description will be used for the public agenda. Each item needs to state whether it is an Announcement/Calendar Item, Correspondence, Consent Report, Old Business or New Business. Business Items need to indicate whether action is required or whether item is just for information or discussion.

The Detailed Report is for the Directors, affected department heads and members who request to receive them. It should contain specific information about the agenda item and any relevant background. If a budget item, this should also include accounting number and line item name. The individual submitting the item should state who, beside the Directors, is to receive a copy of the Detailed Report(s). Copies of the Detailed Report(s) will be available at the Board Meeting for the audience. If no specific persons are requested, items will be released to Directors and members who have requested the agenda ahead of the meeting.

Submission Schedule:

Saturday before Meeting	Agenda Item and Brief due to Secretary by 12 Noon Agenda compiled and sent by 7 PM Agenda sent to Directors, Dept. Heads and FRRS Web pages
Tuesday before Meeting	Detailed Reports due to Secretary by 12 Noon Corrections/Alterations of Agenda due by 12 Noon Reports sent to Directors and designated parties Corrected Agenda sent if needed

Agenda items will be reviewed by the Board President between Saturday and Tuesday. President has the authority to remove items for the agenda or hold for cause. Appeals of removal or hold can be taken to the Board.

Agenda will be posted in the Office Car, Ops Office and on the WPLives.org website.

Special Cases

Closed Session Items:

A closed session item needs to indicate what subject is involved: Personnel, Legal, Business, Property or Special. Closed session items need to be submitted to the President two weeks before the meeting for review and submitted to the Secretary for inclusion in the agenda with regular Agenda items. Closed session simply needs general subject for agenda inclusion. Any supporting reports shall be presented by the person requesting the closed session at the meeting. Reports may be sent beforehand if the requester chooses, but this is not required in order to protect any sensitive material that is relevant to the issue.

The example on the next page, shows the Agenda Format:

EXAMPLE

**FEATHER RIVER RAIL SOCIETY
AGENDA REPORT**

DATE: February 22, 2002

TO: Board of Directors

FROM: Director Brehm

MEETING: March 2, 2002

ITEM: New Business

SUBJECT: WP RDC Zephyrette Acquisition & Restoration Fund

“Text of subject matter”

ACTION: Request authorization from the board

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue		03/28/2002
2	DRAFT Revisions, change format		11/29/2017
3	Updated with input from Eugene Vicknair (Secretary)	Kerry Cochran	12/26/2017
3a	Layout cleanup for posting	Paul Finnegan	1/14/18