

## **Measure DD Community Coalition Meeting of 21 March 2016**

### **AGENDA COMMITTEE**

As an open, community-based assembly of volunteers and interested residents, the Measure DD Coalition determines to function without designated officers as leaders; encourages rotation of meeting facilitation on a regular basis; and fosters sharing of the function of meeting facilitation among all Coalition participants.

Toward this objective, the Coalition will annually accept, or select, two (2) or three (3) participants to function as the "Agenda Committee." In the selection of the Agenda Committee, gender parity shall be an important goal.

1. The Agenda Committee will be formally selected each year at the Coalition's March meeting.
2. Outgoing and incoming Committees will coordinate to prepare the agenda for the May meeting. The incoming Committee will assume its facilitation duties beginning with the May meeting.
3. Volunteers or nominations for the Agenda Committee may be offered at the preceding January meeting, or from the floor at the March meeting.
4. The Agenda Committee, interacting with the Coalition Administrator and Measure DD Program Manager, shall compile and prepare the Agenda for the upcoming meeting.
5. The Agenda, when prepared and approved, shall be available to the Coalition and the public on the website of the Coalition and/or on the City's Measure DD website at least three (3) days in advance of each scheduled Coalition meeting.
6. The Agenda Committee will determine among its members at least one member to act as "Facilitator" for the upcoming Coalition meeting.
7. Members of the Agenda Committee, as needed, may assist the Measure DD Program Manager and Coalition Administrator in ceremonial representations of the body between meetings of the Coalition.

*Adopted 21 March 2016 by consensus of the assembled body of the Measure DD Community Coalition.*