

**TITLE**

**Meeting Schedule and Agenda  
 Development Policy**

**ORG. AGENCY**  
 Blueprint  
 Intergovernmental  
 Agency

**APPROVED**

103.1 STATEMENT OF POLICY

It is the intent of the Blueprint Intergovernmental Agency (hereinafter the “Agency”) to establish a clear and consistent process for the development of meeting agendas, prescribe a process for modifying said agendas, and prescribe a process and procedures for establishing and modifying meeting schedules.

103.2 AUTHORITY

This policy was adopted by the Blueprint Intergovernmental Agency Board of Directors on October 20, 2003.

103.3 OBJECTIVE

To establish a policy for the development and modification of agendas and scheduling of meetings of the Agency.

103.4 SCOPE AND APPLICABILITY

The policy outlined herein shall apply to the Agency Board, Intergovernmental Management Committee (IMC) and all employees referenced in the joint project management structure involved in any activities associated with the Blueprint Intergovernmental Agency program, and shall also apply to employees of the Office of Economic Vitality.

103.5 DEFINITIONS

Draft Agenda: An agenda that has been prepared by the Director of PLACE in consultation with the Blueprint Director and the Director of OEV, but has not been approved by the Intergovernmental Management Committee.

Draft Agenda Modifications: Changes, including deletions, additions, or supplemental material to existing agenda items on the Draft Agenda. (Does not include editorial or administrative modifications.)

Approved Agenda: An agenda with or without supporting documentation that has been approved by the IMC.

Agenda Modifications: Changes made to the Approved Agenda as described above, generally announced at the beginning of each Agency Board of Directors meeting. Depending on the timing of the modification(s), material supporting the changes may or may not be distributed prior to the scheduled meeting.

Intergovernmental Agency Board of Directors: Governing body, consisting of the City and County Commissions, of the joint project management structure, as provided for in the Interlocal Agreement, and generally referred to as the “Agency Board of Directors” or the “Agency Board”.

Intergovernmental Management Committee (IMC): The City Manager and County Administrator.

Chairperson: Duly elected member of the Board of Directors charged with the conduct of all Meetings of the Agency Board of Directors.

Vice Chairperson: Duly elected Member of the Board of Directors who acts as the Chairperson in the absence of the Chairperson.

Electronic Agenda Distribution: Approved or Draft Agendas that are distributed via e-mail or posted on the Blueprint Intergovernmental Agency web page, [www.blueprintia.org](http://www.blueprintia.org).

Approved Agency Schedule: The Draft Agency Schedule that has been presented to the Agency at a regular meeting and approved.

Draft Agency Schedule: An annual schedule developed jointly by the City, County and Blueprint staff that recommends specific dates and locations for Agency meetings.

Director of PLACE: The individual responsible for managing and directing the Leon County – City of Tallahassee Planning Department, Blueprint Intergovernmental Agency and the Office of Economic Vitality, reporting directly to the Intergovernmental Management Committee or their Designees.

Blueprint Director: The individual responsible for carrying out the implementation of the Blueprint 2000 projects and the Blueprint 2020 Infrastructure projects, reporting directly to the Director of PLACE.

OEV Director: The individual responsible for carrying out the implementation of the Blueprint 2020 Economic Development Programs and the OEV programs, reporting directly to the Director of PLACE.

## 103.6 ROLES AND RESPONSIBILITIES

- A. The Director of PLACE , in consultation with the Blueprint Director and the OEV Director, shall be responsible for:

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1. Developing the Draft Agenda and supporting documentation based upon input from members of the Board of Directors, direction from previous Agency meetings, staff, IMC, Citizen's Advisory Committee, Technical Coordinating Committee, Finance Committee or operational or administrative requirements.
  2. The Director of PLACE may accept or reject agenda items presented by staff for inclusion in the Draft Agenda based on agenda length, time sensitivity of the agenda item or applicability of the agenda item to the Agency. It is the intent that all requested items be included in the agenda. Rejection of an items will be considered as an exception.
  3. Presenting the Draft Agenda to the Intergovernmental Management Committee (IMC) for approval.
  4. Presenting the Approved Agenda to the Chairperson or the Vice Chairperson, in the absence of the Chair, for review.
  5. When requested by other than Directors, presenting the IMC with requests to modify the Approved Agenda (Directors are requested to contact the City Manager or the County Administrator directly).
  6. Producing and distributing to Directors, IMC, Director Aides and others as required, electronic and/or hard copies of the Approved Agenda.
  7. Developing the Draft Agency Meeting Schedule, reviewing it with the IMC, and presenting it to the Board of Directors for approval.
  8. Presenting to the Chairperson, staff requests to modify the Approved Agency Schedule.
- B. Intergovernmental Management Committee shall be responsible for:
1. Providing guidance to the Director of PLACE for the development of the Draft Agenda.
  2. Reviewing and Approving the Draft Agency Agenda.
  3. Providing guidance for Draft Agency Meeting Schedule.
  4. Reviewing and commenting on the Draft Agency Meeting Schedule.
- C. Vice Chairperson shall be responsible for: Acting as the Chairperson in the absence of the Chairperson.
- D. Chairperson of the Board of Directors shall be responsible for:
1. Approving the Draft Agency Meeting Schedule for presentation to the Board at a regular meeting.
  2. Resolving issues regarding rescheduled meetings.
  3. Approving rescheduled meetings.

## 103.7 ADDITIONAL PROVISIONS AND EXCEPTIONS

### **General Provisions:**

- A. The Agenda for Intergovernmental Agency meetings will be prepared in Draft by the Blueprint Director. This Draft Agenda will contain items that require Agency Board action as determined by the Director of PLACE --consent, discussion and informational items. The City and County staffs will provide and coordinate with the Director of PLACE any City or County items for inclusion into the Agenda and will provide input for Blueprint Intergovernmental Agency agenda items that may involve or impact either entity. This Draft Agenda will be forwarded to the Intergovernmental Management Committee for their approval.
- B. The IMC must approve all modifications to the Approved Agenda.
- C. Either member of the IMC may unilaterally exclude an item from the agenda, however any agenda item specifically requested by a member of the Board is not subject to exclusion by either member of the IMC.
- D. The Blueprint staff will distribute Approved Agendas electronically (e-mail), on the Blueprint Intergovernmental Agency web site and in hard copy. E-mail copies will be provided seven (7) days in advance of the meeting. Hard copies will be limited to each Director, the IMC, and selected others as deemed necessary and distributed at least five (5) days prior to the scheduled Agency meeting.
- E. Directors who desire the addition of an agenda item or the deletion of an agenda item from the Approved Agenda will contact the City Manager or the County Administrator directly. Staff desiring to add or delete an agenda item from the Approved Agenda will first approach the Director of PLACE who may then forward the staff request to the IMC for consideration. The IMC may deny the late addition or deletion of any agenda item if in his/her opinion the item has not been properly developed, can be deferred until a subsequent meeting without detriment, or in the event of a request to delete, believes that the items needs to be considered by the Board. Late agenda items will only be added if deemed time sensitive and critical by the IMC.
- F. Agendas will be posted to the Blueprint Intergovernmental Agency Web site [www.blueprintia.org](http://www.blueprintia.org). Limited copies of the agendas will be available at the Agency meeting. Agency Board will be provided Blueprint Intergovernmental Agency binders that contain reference information to include the Interlocal Agreement and the Agency by-laws. Director aides are requested to post to these binders the Approved Agendas that are provided.
- G. Format for the Agenda will be as attached, see attachment 1.

- H. The portion of the agenda designated as “Director Discussion Items” provides an opportunity for the Agency Board to share information or ideas that might be of interest to other Directors. No assignments shall be given to the Director of PLACE, OEV Director, Blueprint Director, or Blueprint Attorney except by the affirmative vote of a majority of the Directors present and eligible to vote. The Agency Board shall take no policy action without an agenda item unless the policy action is taken by a unanimous vote of the Directors present and eligible to vote.

## **Agency Meeting Schedule**

Annually the Director of PLACE in consultation with the Blueprint Director and the OEV Director, and in conjunction with the City and County staffs will prepare a Draft Agency Meeting Schedule. This schedule will specify, times, dates and locations for Agency Board of Director meetings for a period of not less than one year. Meeting locations will generally be held in the City Commission Chamber. Other locations may be used as approved by the Chairperson. Times for meetings will generally be 3:00 p.m. to 5:00 p.m., however, meetings may be scheduled for 5:00 p.m. to 7:00 p.m. if approved by the Agency. The Draft Agency Meeting Schedule may include meeting dates for the TCC and the CAC. CRTPA meetings and Agency Board meetings will not be on the same day except as approved by the Chairperson in extreme cases.

Once reviewed by the IMC and the Agency Chairperson, the Draft Agency Meeting Schedule will be distributed to each member of the board for their review prior to the Agency meeting. Distribution will be as above for agenda distribution.

The Draft Agency Meeting Schedule will be presented to the Agency Board as an agenda item. Once passed by the Agency Board of Directors the Approved Schedule will not be altered except in extreme cases. Requests to alter the Approved Schedule must be presented to the Agency Board Chairperson who will task staff to query the Directors for their availability and agreement to modify the approved schedule. Based upon input from the Directors the Chairman will make the decision considering the following:

- i. The number of members available for the originally scheduled meeting.
- ii. The number of members indicating agreement to a new specified meeting date.
- iii. The number of members available on the rescheduled meeting date.

After considering the above information the Chairperson will determine which alternative, the original date or the rescheduled meeting date satisfies the needs and desires of the greatest number of the Directors.

The Chairperson may direct meeting cancellations only after a query of the Directors is made and the Chairperson considers the desires of the Directors. If the majority of the total quorum present desire not to cancel a meeting then the meeting will be held as scheduled minus those Directors who are not available to attend. If sufficient City or County Commissioners are not available to form a quorum the Chairperson may elect to hold the meeting yet defer any agenda items requiring a vote.

Any items not specifically addressed in this policy will be presented to the Director of PLACE and the Intergovernmental Management Committee for resolution.

## 103.8 ORDER OF MEETING

A Board meeting shall proceed in the following order, subject to Agenda modification:

- I. AGENDA MODIFICATIONS
- II. CITIZENS TO BE HEARD [NON-AGENDAITEMS]
- III. INFORMATIONAL ITEMS
- IV. CONSENT ITEMS
- V. GENERAL BUSINESS ITEMS
- VI. CITIZENS TO BE HEARD
- VII. DIRECTOR DISCUSSION ITEMS
- VIII. ADJOURN

## 103.9 EFFECTIVE DATE

This policy will become effective on October 20, 2003, pending approval by the Blueprint Intergovernmental Agency Board. Revisions to this policy will become effective immediately upon approval of the Agency Board.

Revised: February 28, 2019  
January 30, 2020  
April 8, 2021