

## **TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL**

### **ITEM 5.29    WORKSHOP AGENDA**

Workshop meeting day and time may be changed as desired to suit the schedules of Trustees. Dates and time of meetings will be published on the newsletter calendar, TV schedule of activities, and announced at Board meetings.

1. The agenda must be posted on bulletin board with the notice of meeting at least 24 hours in advance of the scheduled meeting.
2. The Board Secretary will maintain a sheet available in the office for Trustees to list agenda items they wish to discuss at a Workshop.
3. The Board Secretary prepares an agenda from the items on the above list, and any other items to come before the meeting.
4. The Chair checks the agenda, and other supporting documents needed for the meeting.
5. The office manager will print the agenda and email it to the trustees at least 24 hours in advance of the meeting. If any trustee does not have email a copy of the agenda will be placed in their box. Trustees may present additional items to the Board Chair or Secretary if needed prior to meeting.
6. The Office manager will post the agenda on bulletin board with the notice of the meeting.

Adopted by Trustees – 10/20/2015