

## Improved Meeting Design and Management

### 1. Pre-meeting

- a. Change the Tahoe In Brief monthly report to a quarterly report with items scheduled in the next 3-6 months with the understanding that the schedule is a “forecast.”
- b. Provide links to information that can be accessed before agenda and packet is distributed such as web pages, recorded webinars, etc. This does not include creating new materials like pre-recorded presentations.
- c. Schedule committee meetings after the full Governing Board meeting unless needed for consent or Governing Board action that day (e.g., Operations and Legal).
- d. Limit staff reports to a set number of pages (e.g., 10) so the agenda packet is not so large.
- e. Have briefing before committee meeting with the committee chair and vice chair to be clear on meeting objectives, presentations, meeting management, etc.

### 2. In Meeting

- a. Create a “time certain” for public hearing items. At the designated time, the item will be heard and any other agenda items that are not “time certain” will be paused.
- b. Limit staff presentations to a certain length (e.g., 10 minutes).
- c. Limit comment and question time per speaker including per Board member (e.g., 3 minutes).
- d. Can continue item to a time certain later that day or evening, next day, next meeting, etc.
- e. Set a fixed ending time on meeting day and carry unfinished business to evening, next day, next meeting, etc.