

Possible questions council may consider.

-What is the best way to ensure that the exact communication between council to advisory boards and advisory boards to council is facilitated? (the intent of this question is to entertain the goal, as though no policy has yet been created, including the idea that perhaps having individual council liaisons might not be the best solution. Let's explore all possibilities, even if we still arrive at having individual council liaisons as the best solution)

-Should council consider creating a policy that specifically outlines the duties for advisory boards in their process of making recommendations to council? A policy that is meant to be read and understood from their perspective?

-Should staff be more or less involved in ensuring the communication is accurate?

-Should individual council members be more or less involved in ensuring the communication is accurate?

-What is the most successful way to understand such a policy? Do we need a more detailed step by step explanation of the two-way communication process? More visual/graphic explanations? Is the format of the Liaison Policy successful in explaining council's expectations for communications between council and advisory boards?

-Does the policy need more detail as it pertains to the laws that govern this communication, such as specifically outlining what TOMA allows and does not allow in this communication process?

-Does the 'report form' work or need improvement, such as possibly adding a checklist of things that are to be included, such as documents and the exact motions made?

-When council makes a motion to send something to an advisory board, should a report form also be filled out?

I do see that the 'report/recommendation' check box needs to have those two words separated into two individual check boxes. A report is a non-actionable item on council's agenda. A recommendation must be placed on the regular agenda section of council's agenda to allow council to 'Discuss and Take Possible Action'.

-Are there elements or steps in the existing process that hinder or make it more difficult for the communication flow? (elements that are not in service to the laws that govern this communication process)

-What is the best way to get the *exact* motion made that sends a recommendation or project or topic back and forth between council and advisory bodies? (This is separate and different than a liaison report, which is simply a council update on what an advisory board is working on).

Example:

**Council makes a motion to send X to an advisory board.**

-The liaison screen shots or writes down the exact wording of the agenda item that the motion was made on.

-The liaison gathers the packet documents from that agenda item, or any additional *existing* documents council is requesting to be sent to the advisory board as part of their approved motion. (No new documents can be *created* that council did not vote to approve sending forward. No *edits* to existing documents can be made that council did not vote to approve to be made. – This is TOMA)

-The liaison screen shots or writes down the exact motion made.

-All the above is sent to the chair of the advisory board and placed in the agenda item packet for that advisory board to consider.

**Advisory Board makes a motion to send X to Council.**

-The liaison screen shots or writes down the exact wording of the agenda item that the motion was made on.

-The liaison gathers the packet documents for that agenda item, or any additional *existing* documents the advisory board is requesting to be sent to council. (No new documents can be *created* that the advisory board did not vote to approve sending forward. No *edits* to existing documents can be made that the advisory board did not vote to approve to be made. – This is TOMA)

-The liaison screen shots or writes down the exact motion made.

All the above is submitted as an agenda item for council consideration.