

## **Standard Operating Procedure:**

### **Marketing & Outreach Committee**

1. The Committee holds open meetings, any stakeholder may attend and comment.
2. Ncsupport.com and the secretary post agendas in compliance with the Brown Act. Generally, the agenda is prepared the week before (Thursday-Friday) by the Chair and sent for posting by the Friday before the meeting.
3. Presenters are asked to provide a pdf of their presentations by the Friday before the meeting to be sent to committee members and for posting (Preferred but not a requirement.)

### **Policy Committee Membership:**

The Committee roster is reported to the Board at its General Meeting. The roster is also listed on the NANDC letterhead. Any stakeholder may be a committee member by attending one meeting as a guest and then indicating to the Chair their interest in being on the committee. The Chair will then announce their interest at the General Board meeting and will add the stakeholder to the Committee roster.

The By-Laws require **at least 2 Board** members and **not more than 4** Board members in attendance at a Committee meeting, unless it is a joint board meeting in which all board members may attend.

### **Committee Process**

Anyone stakeholder is welcome to comment. Items are presented and then considered for discussion. Out of that discussion a motion usually arises which then is seconded and discussion on the motion itself commences.

The Chair may close public discussion if a reasonable time has occurred for open comment and it appears stakeholders have had ample opportunity to comment. Discussion then goes to the Committee members who may deliberate on the item on the agenda, the motion, and make a recommendation.

Any motion is voted upon by a simple majority of Committee members present and voting.

Motions are then referred to the full Board that sets the official NANDC position. The Committee may move an approved motion forward with a recommendation in favor, a recommendation against, or with no recommendation. At times, an item may be held for further information and consideration at another committee meeting.

### **How the Chair places Items on the Committee Agenda:**

Suggestions come from Council Members, the President, committee members, and members of the public for consideration. Not every item proposed is placed on the agenda.

Planning Department Early Notifications and Public Hearing Notices. Information on Senate and Assembly Bills. Requests from developers. Note: Generally, items are placed on the agenda only if there is discretionary action involved.

### **Minutes:**

A volunteer at each meeting usually takes minute notes. Minutes are recommended but not required.