

The Executive Director of the Southern Nevada Community Health Center, in consultation with the Board Chair, shall prepare an agenda for all board and committee meetings. In preparing the agenda, the following procedures will be followed:

1. Availability of Agenda:

- a) The agenda shall be sent to each Board member in advance of the meetings and posted on the Board website. Back-up materials, if any, will be posted at the same time or as soon thereafter as possible.
- b) Deadline for receipt by the Executive Director of agenda items and related reference materials, is ten (10) business days prior to the meeting.
- c) If a holiday occurs during any of the periods specified herein, the deadlines may be adjusted.

2. Agenda Preparation and Approval:

- a) All matters to be considered by the Board at any meeting shall be submitted to the Executive Director. According to the posting dates of the agenda, the Executive Director will review all items submitted for the agenda. A draft of the agenda will be prepared and submitted in a timely manner to the Board Chair and Board legal counsel for review and recommendation. The Board Chair has final approval.

3. Order of Agenda Items:

- a) The first item on the agenda following the Call to Order, Pledge of Allegiance, Oaths of Office and recognitions will be the consideration of any tabled and/or reconsideration items.
- b) The remainder of the agenda will, generally, be in the following order: Public Comment (the first of two), Consent Agenda and Approval of Agenda (which includes approval of meeting Minutes), Report/Discussion/Action Items, Board Reports, Executive Director Reports, and Public Comment.
- c) Any closed sessions will be held prior to the last Public Comment.

4. Consent Agenda:

- a) Consent agenda items are used to address actions requiring Board approval that are more routine in nature such as minutes, reports, established grants and contracts. It may also be used to approve Board work related to policy and procedure development and review. Any Board member may request that an item be removed from the Consent

Agenda and placed on the regular agenda as a discussion/action item. All consent agenda items are approved through one motion approving the consent agenda.

5. Agenda Item Requests:

- a) All business for consideration shall be included on the approved agenda.
- b) Board member requests shall be submitted in writing (including via e-mail), to both the Board Chair and the Executive Director with a clear description of the requested item, the rationale and background for the item, and any supporting documents. If the Board Chair, in consultation with the Executive Director, deems the agenda request to be relevant to the Board's mission and within the Board's authority, the item may be placed on the agenda as a discussion item.
- c) Elected officials and members of the legislature may request agenda items directly through the Board Chair or another Board member.
- d) Public requests for agenda items must be in writing and submitted with supporting documents, if any, at least twenty (20) days before the scheduled meeting date. Public requests should be sent to the attention of the Executive Director via US Mail or e-mail [snchcgoverningboard@snhd.org](mailto:snchcgoverningboard@snhd.org). The Board Chair, in consultation with the Executive Director, will approve or deny any such requests.
- e) The Board Chair will exercise his/her discretion with respect to the actual calendaring of a request. Once accepted, the Board Chair will make all reasonable efforts to ensure that the request is heard within a reasonable time period after submission.

6. Notice of Board of Health Meetings:

- a) Notices of the meetings of the Southern Nevada Community Health Center Governing Board and its committees shall be posted in accordance with the OML.