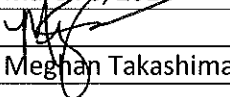


Policy Title	CoC Policy on Agenda Items
Date Developed/Revised	February 28, 2017
Date Adopted by CoC Board of Directors	March 6, 2017
Signed (CoC Board Chair)	 Meghan Takashima

Below is the policy and procedure for placing an item on the agenda, making a presentation, or requesting action on specific item for the CoC Board agenda.

Any interested parties of the Detroit, Highland Park, and Hamtramck Continuum of Care or any CoC Board member may submit to the CoC Board Executive Committee a written request that an item be placed on the agenda, make presentation and/or request action on specific item be placed on the agenda of a regular CoC Board meeting. The CoC Board Executive Committee in consultant with the CoC Lead Agency set the monthly Board agenda to meet the goals of the CoC and will review all requests.

The request must be submitted electronically to the CoC Board. The request must include:

1. Name(s)
2. Agency:
3. Email Address:
4. Topic:
5. Please Select One of the Following About Request:
 - a. Presenting Information
 - b. Requesting Action of Board (please specify what action is requested)
 - c. Facilitating Discussion on Specific Agenda Item
6. Brief Summary (3-4 bullets about request)
7. Attach supporting documentation

The CoC Board Executive Committee will review and discuss the request during Executive Committee Meeting and decide whether a request is appropriate and timely for Board discussion.

The Executive Committee may decide to:

- Send item directly to Board for Action/Presentation
- Send to Committee, Task Force, Staff, or Create Ad Hoc workgroup to further discuss, research and develop action
- Defer due to other Board Priorities
- Dismiss as outside the Scope of the Board
- Other

The Secretary will respond to the request within 7 days following the Executive Committee. The Executive Committee minutes submitted to Board will reflect the discussion and decision.

Reviewed and Approved: March 6th, 2017