
INTEROFFICE MEMORANDUM

TO: BEVERLY CAPASSO, CEO

FROM: COMMISSIONER RAY BERRY

SUBJECT: AGENDA PROCESS FOR NOVEMBER 28TH, 2018 BOARD MEETING AND ANY ASSOCIATED NOVEMBER 2018 BOARD COMMITTEE MEETINGS

DATE: OCTOBER 18, 2018

CC: PATTI ALFARO, SPECIAL ASSISTANT TO THE BROWARD HEALTH BOARD OF COMMISSIONERS

Recall on September 26th, the Board of Commissioners vested me with the authority to set the Agenda Policy pending final approval of a permanent policy or further Board action. Following is the agenda policy beginning with and for the November 2018 meetings.

Please distribute this process and timetable to all Board Members, all Direct Board Reports, each Broward Health hospital Chief of Staff, and the Medical Chair of the Joint Conference Committee.

Agenda items that have not been properly submitted consistent with this policy shall not be heard at the relevant Board or Committee meeting.

Important Dates:

Agenda & All Back Up Docs/Exhibits Submittal Deadline – Wednesday, November 14th, 2018 (12:00 p.m.)
Legal Review of all Agenda Items Deadline – Friday, November 16th, 2018 (3:00 p.m.)
Publication of November Board & Committee Meeting/Agenda's – Monday, November 19th, 2018 (3:00 p.m.)
Board Distribution – Wednesday, November 21st, 2018
Board Meeting – Wednesday, November 28th, 2018

All agenda items and back-up materials are to be submitted to:

Patti Alfaro (Palfaro@browardhealth.org)
Special Assistant to the Board of Commissioners
1800 NW 49th Street - Suite 1086
Fort Lauderdale, FL 33309

Agenda Interim Policy:

1. The CEO providing direction to the Special Assistant to the Board of Commissioners shall allow for the submission of agenda, back documents, exhibits, reports, and resolutions/ratifications, the preparation of Board and Committee agenda and back-up material (electronic), and the timely public publication and Board Member Distribution of agenda and back-up material not

less than **fourteen (14) days** prior to a regular, Special Board or committee meeting for Board Members and others further detailed below. Submission from Broward Health for public publication is **nine (9) days** before the meeting.

2. The CEO providing direction to the Administrative Board Report shall establish both a procedure and calendar for Corporate Counsel's legal review of all agenda submissions provided that Corporate Counsel's review is limited to a written recommendation containing their objections or approvals as to legal form where appropriate. Corporate Counsel's written recommendations shall be completed prior to the member distribution and public publication of the agenda. Corporate Counsel shall not limit the items properly submitted for a Board or Committee agenda.
3. The Board or Committee Chair shall designate the order and organization of the agenda over which they preside but shall not limit the items properly submitted for a Board or Committee agenda.
4. Agenda items may be submitted, by any Board Member, any Direct Board Report, any Hospital Chief of Staff, and Medical Chair of the Joint Conference Committee.
 - i. Each person submitting an agenda item shall be responsible for its corresponding back-up material digitally submitted.
 - ii. Every agenda item shall be designated as either a Discussion, Action, Approval, or Other agenda type by the submitting person or entity.
 - iii. Every agenda item shall further include an executive summary describing the requested Board or Committee action in the form of proposed motion.
 - iv. Each person submitting an agenda item and agenda backup material is responsible to provide both a properly redacted and unredacted copy by the submittal deadline.
5. Pursuant to Robert's Rules of Order, before an action or approval agenda item can be discussed at a Board meeting, it must be moved by a Board Member with a second from any other Board Member. An action agenda item excludes reports and presentations which are at the discretion of the meeting Chair.
6. Prior to Board Discussion, but after an agenda is moved into consideration, the Chair will call for public input on the agenda item. Public comments outside the agenda item subject matter are out of order.
7. Robert's Rules of Order shall govern the reconsideration of any agenda item during the meeting in which the agenda item was first considered.
8. An emergency item may be added to a meeting agenda upon a proper motion and a legislative finding of the existence of an emergency by majority vote.
9. **This Board agenda policy hereby supersedes, amends, replaces and repeals any previous conflicting policy or policies**