

February 24, 2004

To: LCOG Board of Directors

From: LCOG Executive Committee

Subject: Addition to February agenda: Board and Executive Committee Roles, Proposed Meeting Schedule Change

At the Executive Committee's February 19 meeting, a discussion about efficient policy making occurred. The committee discussed the board priority of committing more time to discussing regional issues and less time on routine tasks. This discussion led the Executive Committee to the conclusion that:

- 1 The Board of Directors is best suited to a policy level exploration of regional issues.
- 2 The Executive Committee would serve the organization well by attending to the more routine business items that might otherwise consume the Board's time and detract from its policy role.
- 3 The Board should consider moving to a bi-monthly (every other month) meeting schedule and focus upon regional issues and the most important policy actions of the organization, such as the adoption of the Work Program and Budget.
- 4 The Executive Committee should plan on monthly meetings (leaving open the possibility that such meeting frequency might not be necessary) and should adjust its meeting day to allow it to play a more constructive role in setting the agenda for the Board of Directors—possibly meeting two weeks in advance of a Board meeting.

The Executive Committee urges the addition of this topic to the February 26 agenda (a motion under item 2 that the proposal be considered under item 11.B), and further, that the Board consider agreeing to an initial schedule of meetings. It is suggested that, initially, agreement be reached to conduct full Board meetings in (February,) April, June, July, September, and December, with the Executive Committee at least meeting in the "off months" between Board meetings. To facilitate the Board's discussion of this proposal, the Committee asked the management staff to review the Bylaws and the traditional obligations that require the attention of the Board during the year.