

ADMINISTRATIVE POLICY NUMBER 12: POLICY FOR COMMITTEE MEETINGS AGENDA AND RULES OF ORDER

The purpose of KCPC Committees is to make recommendations to the Commission. Its agenda and rules of order are intended to facilitate that process. A committee may call on staff or outside experts in support of its fact-finding and decision-making. Members of the public may be present and may speak if called upon by the Committee Chairman.

The order of business during regular meetings shall be as follows.

- (1) Call to Order; Roll call; determination of a quorum.
- (2) Review of agenda
- (3) Approval of previous meetings minutes
- (4) Discussion and action on items of concern
- (5) Adjourn

Rules of order shall be those outlined in Administrative Policy 10; however, the meeting may be run in an informal manner at the discretion of the Committee Chairman. If necessary, the Committee Chair may also appoint an interim chair to serve in his/her absence.