

RS 42:13 defines a public body as -- “any state commission which has policy making or advisory functions.”

Requesting Items For Discussion And/Or Adoption

- A. A member may request an item for discussion and/or adoption by the task force. The item should be submitted in writing if possible to either of the co-chairs before the meeting or as provided in subsection (D) below. It shall include the subject matter of the item to be discussed and a general description of the issues to be considered at a Task Force meeting. The request may include such additional information as the member deems necessary to aid the Task Force in considering the item.
- B. Each member will be allowed sufficient opportunity to request the discussion and/or adoption of an item by the Task Force before a final report is adopted.

Setting The Agenda

- C. The co-chairs will set the agenda for the meeting. Each agenda item should describe in sufficient detail the subject matter of the items to be considered at the meeting so that members can be prepared to consider the matter at the meeting. The agenda must be prepared and posted in accordance with the open meeting law.
- D. If a new topic for discussion is suggested after the agenda is posted, a member can make a motion to amend the agenda and add a new item for discussion and/or adoption during the meeting. Although the motion to amend the agenda can be made at any time during the meeting, it should be made at the beginning of the meeting. Unanimous approval of the Task Force in attendance is required to add a new item to the agenda after the agenda has been posted.
- E. The agenda of the meeting should include a general item allowing for an informal discussion of ideas by members related to information received during the meeting in relation to the mission of the Task Force as defined by HCR 11 prior to adjournment.
- F. During such time requests to place items for consideration or adoption on the agenda of a future meeting may be submitted to the presiding co-chair. Proposals discussed during this time are not subject to subsection (I) and may be adopted at a subsequent meeting of the committee if placed on the agenda for such purpose.

Order Of Items Discussed At The Task Force Meeting

- G. An agenda item shall be discussed by the members under the direction of the co-chair who is presiding over the meeting in accordance with Robert’s Rules of Order.

Consideration And Adoption Of Recommendations

- H Once discussion on a proposal is concluded, a member may make a motion to place the item on the agenda for adoption at a later meeting. The motion should be read into the record and requires a second.
- I If it is seconded, the motion shall lay over until the matter is placed on the agenda for adoption at a subsequent meeting. The committee may, by majority vote, waive this rule and consider the matter at the time the motion to adopt is made and seconded.

Lists Of Matters Considered By The Task Force

- J The Task Force shall maintain a list of: a) suggested topic areas; b) items that have been submitted by members for consideration; and c) a list of all those items which are subject to formal adoption by the committee as part of its final report. These lists shall be posted on the Task Force webpage.