

South Bay Cities Council of Governments

December 13, 2021

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Board meeting agenda scheduling

Adherence to Strategic Plan:

Goal A: Environment, Transportation and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay.

BACKGROUND

As stated in Goal A of our Strategic Plan, part of the mission of the SBCCOG is to educate board members so that they can make informed decisions about the issues that come before them.

Several years ago, the staff was given the direction to have presentations that are no longer than 20 minutes. That is the standard that has been followed. But each presentation is allotted up to 20 minutes depending on the subject.

Most recently, the chair has asked that all presentations be no longer than 10 minutes, maybe 15. This presents a problem in inviting speakers who are briefing the board on important issues affecting the South Bay. For example, the January meeting is scheduled to have a presentation on the congestion at the ports and how it is affecting the South Bay. In order to explain this complex issue, the speaker will probably have to discuss the current state of the supply chain of goods and logistics issues and it could hard to do it in less than 20 minutes.

But, not all speakers are given 20 minutes. SPA 8 speakers are given only 10 minutes since that is an update. Mayor Butts wanted to speak for 10 minutes on the Super Bowl preparations, etc. And when a speaker has asked for more time, they are told of the 20 minute limit and how much time the specific agenda will allow.

Additionally, there is not a problem with timing to have 20 minute presentations. The following is how a hypothetical agenda has been timed:

Call to Order – 6:00 pm

Public Comment - 6:05 pm

Consent Calendar – 6:10 pm

Presentations –

SPA 8 – they are given 10 minutes only since this is an update – 6:15 pm

Presenter – 20 minutes and Q and A of 5 minutes – 6:25 pm

Presenter – 15 minutes and Q and A of 5 minutes – 6:50 pm

Metro reports – 10 minutes – 7:10 pm

SBCCOG reports – 30 minutes – 7:20 pm

RECOMMENDATION

Continue to allow for presentations up to 20 minutes maximum should the subject matter warrant it.