



### **DCFS Advisory Board – Protocol for Agenda Items and Presentations approved 7/30/2021**

The following process is how the DCFS Advisory Board determines community requests to present to the Board (other than in public comment). The item on which the community member wishes to present should minimally address the following:

1. How is the issue being presented aligned to our mission and purpose?
2. What is the specific action(s) that is sought by the Advisory Board in relation to the issue and is this desired action within our authority?
3. Is the issue of current relevance and/or urgency that requires attention? How so?

The Advisory Board Chair will ask the community member to address these questions, if possible, in writing (informal email response is okay), and then determine, in consultation with the Vice-Chair and the Sub-Committee Chairs whether to invite the community member for a presentation, and if so for which meeting, amount of time, etc. Generally, community members will have up to 15 minutes for a formal presentation, with potentially more time for Q&A and discussion, but this will depend on the agenda and other items requiring attention.