

## **Portion of Ad Hoc Committee on Assembly Engagement Report Relating to Assembly Guests**

### **Agenda & Content**

In order to be effective, Assembly representatives need to be familiar with the items on the agenda and the content of those items. Improvements have been made in preparing agendas in advance and including background information on each item. However, to be fully engaged, the representatives need to know more about the items and their respective purposes on the agenda (e.g., informational, for discussion, for decision, etc.).

Better background information, including alternatives considered and not included, along with the basis for any specific recommendations or wording, will allow representatives to focus on the policy issues rather than spend time on the Assembly floor trying to understand the document or making minor edits.

The committee discussed the issue of getting items to the Assembly before the items become finished products, in order to allow for Assembly discussion and input. A core issue in the committee's discussion was how to use the Assembly's time effectively. People need to be prepared for discussion and be able to engage in the discussion during the meeting. There was also discussion regarding the balance of reporting and action at the Assembly meetings.

### **Recommendation**

Guests invited to make informational presentations should continue to be given clear guidance on the purpose and time limits of the presentation. Guests should be encouraged to provide background information and copies of their presentations in advance. **The Assembly should discuss the role of the presiding officer in enforcing time limits for guests and general discussion.**