

# **Agenda Topic Submission Form**

Storm & Surface Water Advisory Board (SSWAB)

## **Goal**

This form helps SSWAB determine whether a proposed agenda topic fits within our roles and responsibilities, and if so, the appropriate time allotment for the presentation during our meetings. The goal is that we can use this tool to prioritize topics that coincides with our roles and responsibilities as outlined in [Resolution 15450](#).

## **Process**

You will be able to bring up the topic suggestions at our meetings during *SSWAB General Discussion* and then submit the form to the agenda subcommittee.

For topics determined to fall within SSWAB's roles and responsibilities, the subcommittee will then respond with a date and timeframe for the SSWAB sponsor to secure with their presenter and finalize agenda topic. The SSWAB sponsor must be willing to introduce the guest speaker, the reason for the presentation, and the value it will bring to the SSWAB.

## **Expectations**

Presenters, or their SSWAB sponsor, are expected to submit a one-page key takeaways related to the presentation and its ties to SSWAB's applicable key roles. If applicable, submit an electronic copy of the presentation and handouts in advance (preferably by noon a week prior to the meeting date) to allow for inclusion in the meeting packet.

***\*\*Staff does not need a SSWAB sponsor but should submit the form.***

SSWAB Member Sponsor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agenda Topic: \_\_\_\_\_

Proposed Presenter(s) Name and Title: \_\_\_\_\_

Presenter Agency/Affiliation: \_\_\_\_\_

Presentation Date Requested: \_\_\_\_\_ Duration requested: \_\_\_\_\_

Explain whether flexibility exists to schedule the presentation for a different date or for a shorter duration

Summary of how topic fits within SSWAB's key roles and responsibilities:

Check all that apply:

Rate & Charges, Utility; Budget & Spending

Utility Operations; Programs and Policies

Outreach & Communications

Provide a brief summary how the topic fits within SSWAB's key roles and responsibilities

***Return completed form to the SSWAB Agenda Subcommittee members:***

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