

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