

Gainesville City Commission

GENERAL POLICY COMMITTEE

The General Policy Committee operates on a quarterly cycle of sessions to discuss specific priorities and initiatives based on the focus areas outlined in the City Commission's Strategic Framework. Each quarter will begin with an administrative meeting to review open items and identify goals. The remainder of the quarter will consist of working sessions to hear updates, discuss content, and collect feedback.

An **Annual Calendar Review** will be held the first meeting of each new fiscal year to approve the schedule of meetings for the upcoming year, including legislative recesses. See *FY2021 Calendar attached*.

MEETING STRUCTURE

ADMINISTRATIVE SESSIONS

1st Meeting of Each Quarter

Review the Previous Quarter

- Review items remaining on the referral list. Decide whether to keep items in the queue or to table them.
- Follow up on open items or request to extend an item into the next quarter.

Plan for the New Quarter

- Select one or more focus areas for each meeting and identify goals for the quarter.
- Review the referral list and staff project list to assign projects to each goal.
- Review the policy research list and schedule research items to be heard.
- Prioritize the work based on existing projects, feedback from the evaluation tool, etc.
- Request committee updates (as needed) for each section with any referrals up.

DISCUSSION/WORKING MEETINGS

All Remaining Meetings

Hear assigned items from the strategic focus areas and other updates as needed.

Invite stakeholder groups to participate in discussion based on the topic.

- Consider information needed and consider opportunities for community engagement.
- Obtain input from and refer items to the Advisory Boards & Committees.