

# ITEM 14 *b*

Rule 2.15 Agenda Items. The agenda shall meet the requirements of Government Code Section 54954.2 and of Oakland Municipal Code section 2.20.030(A). For closed sessions, the agenda shall meet the requirements set forth in Government Code Section 54954.5 and of Oakland Municipal Code section 2.20.030(A). Any Sitting Commissioner, Alternate Commissioner, member of the public, the Executive Director of the Community Police Review Agency (CPRA), Inspector General, CPRA/Inspector General Policy Analyst or member of the Oakland Police Department, may submit suggested agenda topics for the Commission's consideration for discussion at regular or special meetings of the Commission. Items submitted by someone other than a Commissioner or Alternate Commissioner must be pre-approved by a Commissioner. Submissions must be made on the form provided by the Commission and submitted to the Commission Chair or the Executive Assistant of the Commission. Forms shall be available at each Commission meeting, on the Commission's website, or at the offices of the CPRA.

Each month, the Executive Assistant or other individual designated by the Commission Chair shall enumerate suggested agenda matters received on the Commission's forms on an "Agenda Matter Suggestions List." The Agenda Matter Suggestions List shall be submitted to Sitting Commissioners as a properly-noticed agenda item. At the first Commission meeting each month, Sitting Commissioners shall decide whether any matters suggested for future agendas shall become matters to be reviewed, researched, discussed and considered by the Commission as agenda items. The process of moving matters from the Agenda Matter Suggestions List to a "Pending Agenda Matters List," shall be by majority vote of the Commission.

The Pending Agenda Matters List shall also include the duties or deliverables which are required to be performed or provided by the Commission pursuant to Measure LL and/or the Police Commission Enabling Ordinance. Any duty or deliverable required to be performed or provided by the Commission listed shall include the due date, or estimated due date, for each task or deliverable.

A Sitting Commissioner may move that a matter on the Pending Agenda Matters List be treated with priority and put directly on an agenda of a future specific Commission meeting. The process of a matter on the Pending Agenda Matters List being made a "Priority Item" and put directly on an agenda of a specific future Commission meeting shall be by majority vote of the Commission.

At the first Commission meeting each month, the Sitting Commissioners, with input from the CPRA/Inspector General Policy Analyst, shall work cooperatively to create Commission meeting agendas from "Priority Items" ready for presentation and discussion, other matters from the Pending Agenda Matters List or from any other matters deemed appropriate. Additional matters may arise between the time that an agenda is created and when an agenda must be finalized and disseminated. As such, the Commission Chair shall be responsible for finalizing meeting agendas prior to their dissemination. The Chair must consider the potential timing and exigency of any agenda item. The Chair, in his or her discretion, shall finalize meeting agendas in the

interest of maintaining meetings of reasonable length and efficacy, meeting and complying with external time constraints and otherwise advancing the best interests of the Commission.

For added transparency, the Executive Assistant shall maintain a running list of Pending Agenda Matters and Priority Items. The lists shall be made publicly available on the Commission's website and distributed concurrently with any Agenda Matters Suggestions List prior to any Commission discussion. The Pending Agenda Matters and Priority Items Lists shall also state the dates upon which the matters were placed on the respective lists. The Executive Assistant shall also keep notes regarding agenda items and attachments to be included in the Commission agenda packet and assist in transcribing the agenda.

Except as provided by the Brown Act or the Oakland Sunshine Ordinance, the Commission shall not act upon or discuss any item at the meeting unless a description of the item appears on the posted agenda for that meeting. If an item arises after the agenda has been distributed, the Chair may add it to the agenda and consider the item in accordance with the procedures set forth under the Brown Act.