

Community Engagement Member Proposal Process Member Responsibility

- Responsibility refers to items that need to be completed by Community Engagement Advisory Board members.
- Milestone refers to parts of the process that involve the public or the Office that Community Engagement Advisory Board members should be aware of, but do not have associated responsibilities.

For Members:

	Breakdown of the Proposal Process	Completed Task
Spring		
Responsibility	Review and provide the Office input on the proposal form and rubric. <u>Deadline: Wednesday, March 20, 2024</u> <ul style="list-style-type: none"> • <i>This will be an agenda item at the Community Engagement Advisory Board meeting on March 20, 2024.</i> 	<input type="checkbox"/>
Milestone	Community Engagement 2024 proposal form will be live on the C2C website , enabling members of the public to submit their ideas. <u>Deadline: Wednesday, April 3, 2024</u>	
Summer		
Milestone	2024 proposal forms are due from the public. <u>Deadline: Friday, June 21, 2024</u>	
Milestone	The C2C website will be updated with forms received. <u>Deadline: Monday, June 24, 2024</u>	
Responsibility	<ol style="list-style-type: none"> 1. Review proposal forms submitted by the public; 2. Be prepared to publicly discuss the ideation of public proposal forms; 3. Determine if an ad hoc committee is needed and if you will volunteer; 4. Draft questions for the Office. <u>Deadline: Wednesday, July 10, 2024</u> <ul style="list-style-type: none"> • <i>This will be an agenda item at the joint</i> 	<input type="checkbox"/>

	Advisory Boards meeting on July 10, 2024.	
Responsibility	Members submit proposal form(s). Members can submit their own ideas, consider proposal sponsorship, and/or refining proposal concepts. <u>Deadline:</u> Wednesday, July 24, 2024	<input type="checkbox"/>
Summer *Ad Hoc Committee Members only		
If the Community Engagement Advisory Board determines it should convene an ad hoc committee, below is a breakdown of responsibilities and deadlines for those members.		
Responsibility	Convene an ad hoc committee in a public meeting. <u>Deadline:</u> The proposed date is Friday, August 16, 2024	<input type="checkbox"/>
Responsibility	Draft report with recommended prioritization of the proposal forms submitted by Community Engagement Advisory Board members. <u>Deadline:</u> Tuesday, September 3, 2024 <input type="checkbox"/> <i>The report will be drafted offline by members based off of the deliberation that takes place at the ad hoc committee meeting. Committee members will be responsible for the drafting of this report.</i>	<input type="checkbox"/>
Fall		
Milestone	The pre-meeting survey will be shared with members, along with the ad hoc committee report and the report for a prioritization of the proposals submitted by members. <u>Deadline:</u> Monday, September 9, 2024	
Responsibility	Members must complete the pre-meeting survey. 1. Review submitted proposals from CEAB members, which may include sponsored ideas from the public; 2. Review ad hoc committee report; 3. Complete and score the proposals on pre-meeting survey, utilizing approved rubric.	<input type="checkbox"/>

	<u>Deadline: Monday, September 23, 2024</u>	
Responsibility	<p>Members must review the top three proposals. #1. Members will determine if the proposal needs amendments, and #2. If the proposal should be advanced to a feasibility study.</p> <p><u>Deadline: Wednesday, October 2, 2024</u></p> <ul style="list-style-type: none"> <i>This will be an agenda item at the Community Engagement Advisory Board meeting on October 16, 2024.</i> 	<input type="checkbox"/>
Responsibility	<p>If a member's proposal is selected and will be agendized for the October meeting, the member and Office meet for a pre-meeting briefing.</p> <p><u>Deadline: The proposed timing is Tuesday, September 24 to Friday, September 27, 2024</u></p>	<input type="checkbox"/>
Spring		
Responsibility	<p>Review feasibility studies.</p> <p><u>Deadline: Spring 2025</u></p> <ul style="list-style-type: none"> <i>This will be an agenda item at the Community Engagement Advisory Board spring 2025 meeting.</i> 	<input type="checkbox"/>