

# 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 discuss the proposal form and rubric. <u>Deadline: Wednesday, March 26, 2025</u> <ul style="list-style-type: none"><li>This will be an agenda item at the Community Engagement Advisory Board meeting on March 26, 2025.</li></ul>	
Milestone	Community Engagement 2025 proposal form will be live on the <a href="#">C2C website</a> , enabling members of the public to submit their ideas. <u>Deadline: Thursday, March 27, 2025</u>	
Summer		
Milestone	2025 proposal forms are due from the public. <u>Deadline: Thursday, May 1, 2025</u>	
Milestone	The <a href="#">C2C website</a> will be updated with forms received. <u>Deadline: Thursday, May 8, 2025</u>	
Responsibility	<ol style="list-style-type: none"><li>Review proposal forms submitted by the public;</li><li>Be prepared to publicly discuss the ideation of public proposal forms.</li></ol> <u>Deadline: Friday, July 11, 2025</u> <ul style="list-style-type: none"><li>This will be an agenda item at the joint Advisory Boards meeting on July 11, 2025.</li></ul>	

<b>Responsibility</b>	Members submit proposal form(s). Members can submit their own ideas, submit a joint proposal with no more than five members, consider proposal sponsorship, and/or refine proposal concepts. <u>Deadline:</u> <b>Friday, September 12, 2025</b>
<b>Fall</b>	
<b>Milestone</b>	The Office will post all proposals submitted by Community Engagement Advisory Board members to the <a href="#">C2C website</a> . <u>Deadline:</u> <b>Friday, October 10, 2025</b>
<b>Responsibility</b>	Members who submitted a proposal will meet with the Office for a pre-meeting briefing, prior to the Fall meeting proposal presentation. <u>Deadline:</u> <b>The proposed timing is October 13 to 17, 2025</b>
<b>Responsibility</b>	<ol style="list-style-type: none"> <li>1. Review member proposals using the proposal rubric to examine potential impact and alignment with the C2C vision, mission, and authority;</li> <li>2. Be prepared to publicly discuss the ideation of member proposals, including how proposals may complement or contrast;</li> <li>3. Determine if you would like to volunteer to work with the Governing Board Liaison to the Advisory Board to draft the Advisory Board's proposal report.</li> </ol> <u>Deadline:</u> <b>Friday, October 24, 2025</b> <ul style="list-style-type: none"> <li>• <i>This will be an agenda item at the Community Engagement Advisory Board meeting on October 24, 2025.</i></li> </ul>
<b>Winter and Early Spring</b>	
<b>Milestone</b>	The Office will conduct light-touch feasibility studies of proposals. <u>Deadline:</u> <b>Early Spring 2026</b>
<b>Responsibility</b>	Proposal authors will review the Office's light-touch feasibility studies and may choose to update or clarify their ideas. <u>Deadline:</u> <b>Early Spring 2026</b>
Below is a breakdown of responsibilities and deadlines for the two Community Engagement Advisory Board members who will work with the Governing Board Liaison to the Advisory Board to draft the Community Engagement Advisory Board's proposal report.	
<b>Responsibility</b>	Work offline to draft a report that links to all proposals members

	<p>submitted, summarizes the discussion at the Fall meeting, and includes the Office's light-touch feasibility studies.</p> <p><u>Deadline:</u> <b>Spring 2026</b></p> <ul style="list-style-type: none"> <li><i>This will be an agenda item at the Community Engagement Advisory Board spring 2026 meeting.</i></li> </ul>
Spring	
<b>Responsibility</b>	<ol style="list-style-type: none"> <li>1. Review the draft Community Engagement Advisory Board proposal report;</li> <li>2. Be prepared to publicly discuss the ideation of the draft report.</li> </ol> <p><u>Deadline:</u> <b>Spring 2026</b></p> <ul style="list-style-type: none"> <li><i>This will be an agenda item at the Community Engagement Advisory Board spring 2026 meeting.</i></li> </ul>