

# AGENDAS, NOTES, AND MINUTES PROTOCOL

## PROCEDURES FOR BOARD AND COMMITTEE MEETING AGENDAS, NOTES, AND MINUTE

### PURPOSE

The purpose of this protocol is to establish a protocol for drafting, reviewing, approving and posting meeting agendas, minutes and notes for the French Quarter Management District (FQMD) Board of Commissioner(s), Committee and other FQMD meetings (herein collectively referred to as 'meeting(s)').

### AGENDAS

Meeting agendas and corresponding meeting materials are drafted (with the assistance of FQMD staff), reviewed and approved by the Board Chair, Committee Chair/Vice Chair or Commissioner leading the meeting.

Agenda items may be added to the draft agenda at the request of a FQMD Commissioner. FQMD staff may add an agenda item/s by gaining prior approval from a FQMD Commissioner. The Commissioner requesting or approving the agenda item will be noted on the draft agenda, and the Commissioner leading the meeting will set the agenda for the meeting.

### BOARD OF COMMISSIONER MEETING MINUTES

Staff will take written minutes during meetings. FQMD staff will submit draft meeting minutes to the Board Secretary for review, correction as needed, and approval for circulation of these draft minutes to the Board for their review, prior to the Board Meeting. The Secretary shall note any submitted Board comments or corrections at the Board Meeting, prior to approval. Approved Board Meeting minutes will be posted to FQMD.org. Staff will keep a record of all revisions requested to the meeting minutes and submit revisions to the Board Secretary.

### COMMITTEE MEETING NOTES

Staff will take written notes during meetings. FQMD staff will submit draft meeting notes to respective Committee Chairs for review, correction as needed, and approval for circulation of these draft notes to the Committee for their review, prior to the Committee or Board Meeting where the report shall be presented and approved as needed. Staff will keep a record of all revisions requested to the meeting notes and submit revisions to the respective Committee Chairs or Commissioner Lead. The staff shall note any submitted comments or corrections at the next meeting, prior to approval. Approved meeting notes will be posted to FQMD.org. We agreed NOT to circulate draft Committee Meeting notes to non-member attendees.

### FQEDD MEETING NOTES

Staff will take written notes during meetings. FQMD staff will submit draft meeting notes to respective Commissioner Lead for review, correction as needed, and approval for circulation of these draft notes to the Agreement Monitors. Staff will keep a record of all revisions requested to the meeting notes and submit revisions to the respective Commissioner Lead. The staff shall note any submitted comments or corrections at the next meeting.

The French Quarter Management District is a state entity created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world famous French Quarter as a safe, clean, vibrant and friendly neighborhood for residents, businesses, and visitors.

# French Quarter MANAGEMENT DISTRICT

Committee meeting notes will be circulated to Committee Members for approval then posted to the FQMD.org.

Meeting notes for all other meetings may be shared as requested by the Commissioner Lead.

Finance & Development Committee Approved:

9/6/2022  
Date

  
Chair Signature

Board of Commissioners Approved:

9/12/2022  
Date

  
Chair Signature