

VII. Other

- A. Standard Agenda: The ETP agenda shall follow this standard format unless unusual circumstances require a different arrangement.
1. Call to Order
 2. Public Comment
 3. Review and Approval of the Minutes of the Previous Meeting
 4. Major Agenda Topics (one or two topics; time must be allowed for Partnership questions and discussion.)
 5. Reports
 6. Good of the Order
- B. Audience Comments during Meetings: At the Chair's discretion, comments may be taken from the audience. The Chair should call on audience members wishing to make comments. Partnership members can ask to have audience members speak. Audience comments should be limited to two minutes. Organized groups or private citizens may attend ETP meetings and provide input during the audience comment period.
- C. Staff Support: (through December 2019)
1. Lead Staffing Agency: King County will be the Staffing Agency through December 2019.
 2. Responsibilities: The Staffing Agency will provide general administrative and program support for the ETP.
 - a. maintaining the board membership rosters and distribution lists;
 - b. arranging for board meetings, including scheduling, agendas and rooms;
 - c. collecting, administering and disbursing board dues;
 - d. providing board meeting support to the chair(s) or co-chairs and vice chair(s);
 - e. attending board meetings; and
 - f. preparing board meeting summaries.
- D. Other Support: Each member jurisdiction is expected to contribute such staff as is necessary to accomplish agreed upon tasks. All TAC members shall share responsibility for the drafting of materials and recommendations.