

## INSTRUCTIONS FOR COMPLETING DOCKET COVER FORM

- ◇ **Committee Name:** Select the appropriate committee name from the pull-down menu—tab.
- ◇ **Meeting Date:** Type the date the committee is meeting—tab.
- ◇ **Agenda Item:** Type the title of the item as it appears on the agenda—tab.
- ◇ **Board Response:** Tab until the cursor is in the appropriate box (use the guidelines below) and type an “x”—tab.
  - ◆ **review** – Select *review* when the item will be considered for action at a future meeting of the Board.
  - ◆ **review/action** – Select *review /action* when:
    - ⇒ board policy specifically allows for board review and action to occur in the same month (i.e., consent reports; certain capital budget amendments; schematic plans; purchases over \$250,000; labor agreements; and quarterly internal audit reports); or
    - ⇒ there is an urgent and compelling reason for action to be taken immediately and waiting for the next board meeting could have significant negative impacts.
  - ◆ **action** – Select this option when the item requires action and has received previous review by the Board.
  - ◆ **discussion** – Select this option when the agenda item is being brought to the Board for discussion only and no action is required.
- ◇ **Presenters:** Select the appropriate senior officer from the pull-down menu—tab. Highlight the existing text and type over it with the full name and title of any other presenters, including external presenters. If there aren’t any additional presenters, delete the line. Using the arrow keys or mouse, move cursor to the parenthesized text in the next section.
- ◇ **Purpose:** Highlight the text and tab to indent—the text will disappear. In one or two sentences explain why this agenda item is coming before the Board, including the policy issue to be addressed. Using the arrow keys or mouse, move cursor to the parenthesized text in the next section.
- ◇ **Outline of Key Points:** Highlight the text and tab to indent—the text will disappear. In outline or bullet format, list four or five points that highlight the presentation, including financial impacts. These points should provide the Board with the bottom line that is supported by the details in the docket materials. Using the arrow keys or mouse, move cursor to the parenthesized text in the next section.
- ◇ **Background Information:** Highlight the text and tab to indent—the text will disappear. This section should contain relevant history for the board. For example, previous board action or discussion of an issue, relevant events, etc. Using the arrow keys or mouse, move cursor to the text in the next section.
- ◇ **President’s Recommendation for Action:** All recommendations for action should start with the words, “The President recommends that...” The recommendation should contain what action the President would like the Board to approve. If this is a discussion item, delete this section including the title.
- ◇ When printing you may receive a message indicating that the form is outside the printable area of the page—ignore this and indicate that you wish to continue.