

**ACT BOARD AGENDA**  
*Approved 27 February, 2010*

ACT members who would like to propose a topic to be considered at a monthly board meeting should seek out and obtain the support of at least one board member.

Suggestions for additions to the board agenda should be made by the time of the officers' meeting preceding the monthly board meeting. The officers' meetings are generally held during the first or second week of the month.

The suggestions can be communicated to the Co-Chairs by leaving a message at the ACT voice mail at (617) 499-7031; writing a note and sending it to the ACT post office box at P O Box 391078, Cambridge, MA 02139 or bringing the note to the ACT office; or sending an email to [tenants@earthlink.net](mailto:tenants@earthlink.net).

The Co-Chairs will review the suggestions and make a determination about what will be included in the agenda. Items could be added to the agenda of the next board meeting or that of a future board meeting or referred to one of the ACT committees.

The Co-Chairs may decide that the suggested topic is not an appropriate or timely one to take up at a board meeting. In that case, the officers will discuss the matter at their monthly meeting. The officers will vote on whether the topic should be added to the board agenda or referred to one of the ACT committees. If there is a majority vote in favor of addressing the topic at a board meeting, the Co-Chairs will make the decision about when it will be included in the agenda. At the monthly board meeting, the officers will include in their report to the board any decisions made relating to the agenda.

Emergency items can be brought to the attention of the Co-Chairs up until the day before the monthly board meeting is held. The Co-Chairs will make the determination regarding adding emergency items to the agenda.

The agenda of monthly board meetings will include reports from the ACT committees.

Note: The Co-Chairs also agreed to a suggestion made by a board member that at the close of every second or third board meeting members would be asked to propose topics to be addressed at future meetings.