

Appendix B

The Checklist for Local Governing Boards

1) Understanding its legal authority

Do we know what we are legally required to do or restricted from doing on this issue?

Are there constitutional issues?

Statutory issues?

Local policies we must follow?

Do we know what we are obligated to do by state or federal law?

Do we know what we are prevented from doing by state or federal law?

Do we know what we are given the option to do by state or federal law?

Do we know if there are other laws or standards that need to be considered?

2) Work with others

Have we identified individuals and groups that need to be consulted or buy in before we can act?

Are all members of the board informed and prepared to act on this issue?

Have we engaged the manager and the organization on this issue?

Have we consulted relevant external individuals and groups?

Have we identified who will be helped and who will be harmed if we pursue this issue?

Are the media informed on the issue and the board's proposed action?

Are there other units of government that need to be involved (state, municipalities, neighboring counties?)

What agreements need to be negotiated internally or externally with key stakeholders to move the issue forward?

3) Set policy

What result do we hope to achieve?

What policy do we want to enact?

How is this issue tied to our strategic plan?

Can we address this matter in our regular meetings, or do we need a special meeting?

What information do we need to make a good decision?

What information will we need to monitor this issue over time?

Do we need to hold a public hearing?

Does the issue require a public referendum?

4) Allocate resources

What resources will be required, and how will we know how well they were used?

Do we have the resources to pursue action on our own?

What other groups are contributing or might contribute resources to this issue?

Have we allocated resources to support our priorities?

Do we have a process for monitoring resource use?

5) Be accountable

___ What will success look like, and how will we know if we achieve it?

___ What will we hold ourselves (as a board), our manager and our organization accountable for?

___ How will we assess our own (board) work?

___ How will we assess the manager's and organization's performance?

___ How will we address performance problems for the board, the manager and the organization?

___ How will we recognize performance achievements by the board, the manager and the organization?