Board Agenda Request (BAR) Process

Requesting Dept.

Agenda Item needing Board Approval → Go to BoardDocs to obtain BAR process → Complete BAR form and submit to Chief for Approval

Submit Signed Bar and required Submission Documents to BAR Contact

Returned to Department

Chief of Requesting Dept.

Sign BAR

YES

NO

BAR Contact

Uploads Submitted Documents and other supporting docs to BoardDocs

Cabinet

Reviews BoardDocs Work Session Draft Agenda → Approves Board Agenda items → YES → Work Session Agenda

NO