



## Hamilton's Child and Youth Network – Standard Operating Procedure

**Title**     **Agenda Planning Procedure**

**Approval Date**     **June 6, 2025**

### 1. PURPOSE

This document outlines the procedure for planning meeting agendas within Hamilton's Child and Youth Network (CYN). The goal is to ensure that agenda development is informed by executive and senior leaders, aligned with system-level priorities, and remains responsive to the input of all Network members. This SOP promotes focused, strategic, and collaborative discussions during Network meetings.

### 2. SCOPE

This SOP applies to CYN Co-Chairs, backbone support staff, Network member organizations, and any affiliated tables or stakeholders contributing to or requesting time on CYN Network or working group meeting agendas.

### 3. KEY TERMS AND DEFINITIONS

#### 3.1 "System-Level Priorities"

Issues or themes that have broad impact across the child and youth-serving sector, including strategic collaboration, integration, shared outcomes, and community-wide initiatives.

### 4. RESPONSIBILITY

#### 4.1 Backbone Staff

- Coordinate the logistics and administrative steps of agenda planning (e.g., gathering submissions, drafting agendas, circulating materials).
- Support the Co-Chairs in identifying recurring and required agenda items (e.g., updates, governance processes).
- Track past and upcoming agenda topics to ensure continuity and progress.

#### 4.2 Network Members

- Are encouraged to submit proposed agenda topics, project updates, or engagement requests for any upcoming Network meeting.
- Should submit items at least ten (10) business days in advance of the meeting to allow for review and planning.
- Acknowledge that submitted topics are subject to review and approval by the Co-Chairs based on relevance, time availability, and alignment with meeting objectives.

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### 4.3 Network Co-Chairs

- Lead the agenda planning process for Network-wide meetings.
- Consult with executive and senior leadership from Network member organizations to identify emerging priorities and strategic topics for inclusion.
- Approve all final agenda items, including those submitted by Network members or external partners.
- Ensure alignment of meeting content with the Network's mission and system-level goals.

## 5. PROCEDURE

### 5.1 Agenda Development Process

- The Co-Chairs, with support from the backbone staff, will regularly engage senior leaders from across the Network to identify relevant, high-impact topics and updates for upcoming meetings.
- Standing agenda items (e.g., Work Group, Network updates) will be included as appropriate to maintain continuity.

### 5.2 Member Submissions

- Network members may submit agenda items by email to the backbone support staff.
- Submissions received fewer than ten (10) business days before the meeting may be deferred to a future agenda.

### 5.3 Agenda Approval and Distribution

- All proposed items will be reviewed by the Co-Chairs to determine fit with the upcoming agenda.
- The final agenda will be distributed to all relevant participants at least three (3) business days before the meeting.

## 6. Review and Revision

This document will be reviewed and updated biannually to ensure clarity, relevance, and efficiency. The document may be used in conjunction with other operating procedures.

This document will be reviewed for approval at the June 6, 2025, Network meeting. Once approved, a copy made available to members for their reference. By approving this Standard Operating Procedures, the Network agrees to void past iterations of procedures by the same name.