

# **Cannabis Licensing and Advisory Board**

## **Policy Suggestion Form Process**

### **1. Intake.**

- Licensing receives the Policy Suggestion Form and confirms it is complete.
- Licensing notifies the submitter that it will be presented to the CLAB.
- Licensing includes the form in the agenda for the next regularly scheduled meeting.

### **2. FIRST CLAB MEETING.**

- Licensing presents the Policy Suggestion Form to CLAB at the next CLAB meeting.
- If CLAB wants to consider the changes further, CLAB asks Licensing to include the topic for public hearing at the next regularly scheduled CLAB meeting.

### **3. Analysis.**

- CLAB may prepare a written summary by a committee of two members which includes: (a) operational impact of the proposed change; (b) history of the provision, to the extent known; and (c) permissibility of the proposed change.
- A brief analysis is included in the agenda packet for the next meeting.
- Licensing includes notice and public comment of the Policy Suggestion Form in the agenda for the next meeting.

### **4. SECOND CLAB MEETING.**

- The CLAB committee presents its analysis to the Board.
- CLAB takes public comment on the proposed change(s).
- CLAB deliberates and decides whether to: (a) add the proposed change(s) to its next Information Packet Memorandum to council; or (b) not add the proposed change(s).

*[If not added, Policy Suggestion Form is deemed resolved.]*

### **5. Information Packet (IP) Memorandum Preparation.**

- Licensing provides CLAB a shell or example IP Memorandum.
- CLAB prepares draft language to include in the IP Memorandum to council.
- CLAB prepares proposed ordinance language to implement B.R.C. changes.

### **6. THIRD CLAB MEETING.**

- CLAB discusses the proposed IP Memorandum and ordinance language.
- CLAB discusses and revises as needed.
- CLAB formally approves the language to be added to the IP Memorandum to council.

### **7. IP Memorandum Submission.**

- IP Memorandum, along with the proposed ordinance language, are added to the council agenda by Licensing and CAO for the next available meeting.

*[Memorandum language, along with accompanying exhibit ordinances, accumulate until the time of submission.]*