



Procedures Regarding Agendas for Regular Business Meetings of the Board of County Commissioners

1. All agenda items must be submitted to the Clerk by 4:00 p.m. 11 business days prior to the Board's Regular Business meeting.

Exceptions: Agenda items from Commissioners will be accepted as late as seven (7) calendar days prior to the Board's Regular Business meeting. Items submitted by Commissioners after the deadline will not be added without approval of the Commission Chairman. Commissioners submitting an item after the deadline will be responsible for contacting the Commission Chairman for approval.

Agenda items from staff received after the deadline will be rolled over to the next Regular Business meeting, unless it's determined by the County Manager or his designee that the matter is of urgency.

2. Agenda items submitted by Commissioners can ONLY be accepted by the Clerk if submitted by three (3) or more Commissioners all of whose names must appear on the Action Item as either submitting the item or approving its submittal.

Exception: The Commission Chairman is entitled to submit agenda items without the approval of any other Commissioners and without any other Commissioners' names appearing on the Agenda item as co-submitters.

3. Agenda items submitted by Commissioners must specify the topic or topics and any requested action or actions in sufficient detail that the public and other Commissioners will have a general understanding of what is to be discussed and requested.

4. The maximum time allocated during a meeting for each Commissioner to present an agenda item submitted by that Commissioner that does not request action by the Board is three (3) minutes. For example, if three (3) Commissioners submit an agenda item that does not request action, each Commissioner submitting the item would have three (3) minutes to present that agenda item. If just the Chairman put an item on the agenda that does not request action by the Board, the Chairman would have three (3) minutes to present the agenda item.

5. Agenda packages will be delivered to the Board on Thursday prior to the Board's Regular Business meeting and also made available to the news media via the Public Service & Information Department.

Exception: When deemed necessary, agenda packages will be delivered on Friday prior to the Board's Regular Business meeting.

6. In order for an agenda item to be added at a meeting, all Commissioners must be present and unanimously vote in the affirmative to add an item.

7. Nominations to advisory committees shall appear, as appropriate, on the agenda for the second regular business meeting of each month; and appointments will be made at the first regular business meeting of each month; however, the Board reserves the right to deviate from this schedule as noted in the Procedures for Advisory Board Appointments Policy.

Adopted: March 16, 1981

Revised: September 7, 1982

Revised: January 3, 1984

Revised: October 16, 1989

Revised: September 7, 1993

Revised: January 17, 1995

Revised: September 5, 1995
Revised: April 6, 1999
Revised: May 18, 1999
Revised: September 14, 1999
Revised: March 6, 2001
Revised: February 5, 2008
Revised: September 20, 2011

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