

Meeting Agenda Procedures

1. Items to be placed on a County Board meeting agenda must be submitted in hard copy (including all attachments) to the Administrative Services Office (ASO) by noon on the Tuesday preceding the Board meeting. Resolutions must be emailed, in .DOC format, to the ASO.
2. Agenda Responsibility
 - A. Agenda items from elected officials shall be placed on the agenda as received, unless further information is requested by the Board Chair.
 - B. Agenda items must be submitted by the department head, or designee with approval of the department head.
 - C. Agenda items shall include the name and department of the individual submitting the item, as well as any individual(s) who will be present at the meeting to present the item.
3. Agenda Options
 - A. The Consent Agenda may include those items not requiring discussion by the Board, such as:
 - Contracts which have been reviewed by either the County Attorney or County Administrator. (Excludes new service contracts which require either county funds or services.)
 - Budgeted purchases
 - Reports and informational items
 - Licenses and permits not requiring a public hearing
 - Policy revisions and updates
 - Previously tabled or discussed items as directed
 - Minutes
 - Auditor warrants
 - Actions pursuant to existing policies (i.e. fund transfers or donation resolutions)
 - General housekeeping items as approved by the County Administrator or Board Chair
 - Items as approved by the Board
 - B. The Regular Agenda is for all other items, including any non-budgeted purchases, which require Board action.
4. Agenda Categories
 - A. Informational Only. Items that are only for the Board's information will be submitted to the Board under the Informational Items category of the consent agenda.
 - B. Discussion. These items shall be reviewed by the Administrator prior to placement on the Agenda; no action shall be taken by the Board on Discussion Items.
 - C. Public Hearing
 - 1) Matters requiring a public hearing shall include a copy of the published notice of the public hearing, as well as any applicable background information.
 - 2) Action on matters requiring a public hearing should be requested at a subsequent Board meeting and/or at the direction of the County Board.

D. Action Requested. These items must specifically state the requested action, and provide adequate background information.

- 1) Direction Requested: These items must first be reviewed by the Administrator for placement on the agenda, and will require additional background information.
- 2) Approve/Deny Motion Requests: These items must clearly state the action requested; background information will be requested by the ASO as necessary. When indicating the motion being requested, please be specific and use action verbs to clearly identify the action you are seeking from the Board. The statement should contain all the specific information needed, such as legal descriptions, dates, dollar amounts, etc., so that the Board can read it as their motion. If you need assistance in preparing resolutions or motions in advance, please contact the ASO for assistance.

5. Background Information

- A. Background information should sufficiently explain the action requested, including options, financials, other action taken, consequence of action/non-action, and your recommendation. Information provided should be sufficient so that the Board can make a decision based on the information you submit.
- B. The information you submit with your agenda item shall not include any information that is private or confidential in nature. Please contact the ASO regarding any such information.
- C. No handouts are to go to the Board during the Board meeting. The Board requires time to review the information you submit.
- D. For ease of copying, please do not provide attachments larger than 8 ½” x 11” or color copies unless absolutely necessary.

6. Attachments must accompany the agenda form in the following circumstances:

- A. For purchase requests, quotes must be submitted, per the county’s purchasing policy. In addition, a summary sheet should be provided outlining the purchase costs.
- B. Anything the Board needs to sign or approve must be attached or the agenda request will be returned. All contracts, grants, etc., must follow county policy.

7. All agenda items shall be reviewed by the ASO prior to placement on the agenda:

- A. Changes will be made as needed for clarity, understanding, provision of additional information, etc.
- B. Placement on the agenda may change as needed.
- C. The Board Chair and the County Administrator reserve the right to not place items on the agenda.

8. Add-on agenda items will only be accepted if the item has a deadline, unless approved by the County Administrator or Board Chair.

9. Finalizing of Agenda

- A. Board agendas will be finalized by noon on the Thursday prior to the Board meeting.
- B. Complete agenda packets will be mailed to County Commissioners on the Thursday prior to the meeting.
- C. The complete finalized agenda shall be posted on the county’s website by noon on the Friday preceding the meeting.

Requested Meeting Date: _____
(Board meets the 1st and 3rd Tuesday of each month)

Title of Item for Consideration:	
Consent Agenda <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>	Regular Agenda – Estimate Time Needed: _____ minutes <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Discussion Item <input type="checkbox"/> Direction Requested <input type="checkbox"/> Hold Public Hearing* <input type="checkbox"/> Presentation of Information <i>*provide copy of hearing notice that was published</i>
Submitted by:	Department:
Who will attend the meeting and be able to respond to questions? Give name and title:	
Summary of Issue <i>(include previous Board or Committee actions and/or minutes, as well as applicable dates):</i>	
Alternatives/Options/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, including tax and shipping?</i> \$ _____ <i>Are funds available in the budget?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i>	
Additional Information Attached: <input type="checkbox"/> Contract/Agreement <i>Approved by County Attorney's Office:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i> _____ <input type="checkbox"/> Minutes of Relevant Meeting(s) <input type="checkbox"/> Background Information <i>(such as price quotes, etc.)</i>	
Board action: <i>(for use by Recording Secretary)</i> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled: _____	