

Section Name: By-Laws Governance
Section Number: 200
Policy Number: 201

Effective Date: March 23, 1999
Date of Revision: February 16, 2021

Subject: Preparation of Regular Board Meeting Agendas

Purpose.

The purpose of this policy is to provide for the preparation of regular board meeting agendas and committee meeting agendas.

Scope:

This policy applies to members of the Monroe County Board of Commissioners.

Statement of Policy.

- A. All regular Board of Commissioners meeting agendas will be prepared in accordance with Appendix C, of the Monroe County Board of Commissioners By-Laws and Rules of Procedure as Amended and Revised. Any items being considered must be presented by 12:00 noon of the Thursday preceding the scheduled regular meeting. The Board of Commissioners shall determine the time meeting agendas will be prepared. Appropriate time shall be provided in order to permit the Board's Administrative Assistant to prepare and distribute the agendas no later than 5:00 p.m. on the Friday prior to the regular board meeting. All Department Heads and Elected Officials will be notified annually of the scheduled time for agenda meetings by the Administrative Assistant.
- B. All regular Board of Commissioners meeting agendas will be approved by the Chairman of the Board of Commissioners. The Administrative Assistant under the direction of the County Administrator/Chief Financial Officer will prepare the draft agenda for consideration. County Legal Advisor and the Administrative Assistant of the Board of Commissioners, other members of the Board of Commissioners and Administrative Staff, including Elected Officials, may participate and provide input into the agenda.
- C. The Chairpersons of the various standing committees of the Board of Commissioners shall be responsible for scheduling the standing committee meetings and for advising the Administrative Assistant of the items to be placed on the standing committee agendas. The Administrative Assistant shall coordinate with offices/departments and those responsible with items on the agenda for providing the supporting documents to be included on the agenda.

Definitions. None

Policy Compliance:

A. Responsibility.

1. The Chairperson of the Board of Commissioners or, in his or her absence, the then presiding officer of the Board of Commissioners will have the responsibility for overseeing and implementing this policy.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated February 16, 2021.