

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:
Administration

CODE NUMBER:
AC-1-13

TITLE:
**Management & Planning Committee Meetings:
Purpose, Procedures and Guidelines**

ADOPTED:
4/8/92

AMENDED:
08/25/93; 01/04/95; 08/09/05

ORIGINATING DEPARTMENT:
Public Resources

PURPOSE/SCOPE:

The purpose of this administrative code is to provide a standard form, format, guidelines and procedures for the Board of County Commissioners Management and Planning Committee Meetings, for requesting items to appear on the agenda, and to provide the Board with appropriate information for each agenda item.

POLICY/PROCEDURE:

I. POLICY

- A. The Management & Planning Committee Meetings shall be a forum for the Board of County Commissioners to interact and discuss issues and policies.
- B. The Management and Planning Committee Meetings shall NOT be a forum to receive public input. No citizen shall be permitted to address the Management & Planning Committee unless permission is first granted by a majority vote of the committee members present at the meeting.
- C. The Management & Planning Committee Meetings will be conducted as a workshop and no formal action will be taken by the Board of County Commissioners.
- D. Management & Planning Committee Meetings will be held the first Monday of each month or rescheduled as necessary per Board approval. The meetings will begin at 1:30 pm.
- E. The Clerk of Courts Minutes Office shall attend each Management & Planning Committee Meeting and keep appropriate records of same.
- F. The County Manager (or his/her designee) and the County Attorney (or his/her designee) shall attend each Management and Planning Committee Meeting.
- G. Management & Planning Committee Meetings are open for the public to attend.

II. PROCEDURES/GUIDELINES

- A. There shall be an agenda for every meeting of the Management & Planning Committee listing the item to be considered. Under the agenda section "Board Comments/Discussion", each County Commissioner may present any matter or subject for consideration.

- B. All requests for items to appear on the Management & Planning Committee Meeting agenda shall be submitted on the Management & Planning Committee Agenda Request Form included as Attachment A to this Code and shall be prepared on yellow paper. Each section of the agenda request form shall be completed and pertinent backup information shall be attached. The agenda request form must be signed by the requesting Department Director and forwarded to the County Manager for signature. Agenda requests that do not comply with these procedures will be returned to the requesting department without action. The Board of County Commissioners may initiate items to be placed on the Management & Planning Committee Meeting agenda.
- C. All Management & Planning Committee agenda requests shall be submitted to the Public Resources Office no later than 3:00 PM on Friday (one week prior to the scheduled meeting date), with exceptions due to holidays or cancellations.
- D. Management & Planning Committee agenda items shall consist of matters requiring detailed, technical presentations and subsequent discussion by the Board. Presentations shall include pertinent and necessary information to adequately inform the Board of the issue. To the extent possible, presentations shall not exceed 10 minutes. Staff should then be prepared to respond to questions.

**MANAGEMENT & PLANNING COMMITTEE
AGENDA REQUEST FORM
COMMISSION DISTRICT #**

PRESENTED BY:

REQUESTED BY:

TITLE OF ITEM FOR THE AGENDA:

1. DESCRIPTION AND OBJECTIVE OF THE ISSUE

2. PROPOSE POLICY, PROCEDURE OR PLAN OF ACTION

3. OPTIONS (List advantages/Disadvantages of Each Option Listed)

4. FINANCIAL IMPACTS/FUNDING SOURCE

5. STAFF RECOMMENDATIONS, AND JUSTIFICATION FOR RECOMMENDATIONS

6. Mandated: Y N

BY WHAT AUTHORITY?

DEPARTMENT DIRECTOR SIGNATURE

COUNTY MANAGER SIGNATURE

MEETING DATE

TIME REQUIRED