

RESOLUTION NO. 1107

REPEALING RESOLUTION NO. 944 AND ESTABLISHING A POLICY FOR FORMULATION AND SCHEDULING OF BOARD OF SUPERVISORS' AGENDAS

WHEREAS, public notice must be given of all Board of Supervisors' meetings pursuant to A.R.S. §38-431.02; and

WHEREAS, the Board of Supervisors has the authority to set policy regarding the formulation and scheduling of Board of Supervisors' agendas;

NOW, THEREFORE BE IT RESOLVED THAT:

1. Agenda items, complete with backup, will be delivered to the Clerk of the Board by 5:00 p.m. on the Friday one week prior to the week in which the Board meeting is scheduled. If Friday is a holiday, the items will come to the Clerk by 5:00 p.m. on Thursday. An exception to this rule will be made in the case of Planning & Zoning, Flood Control, and other items which are advertised for a specific hearing date and about which there is no question as far as whether or not they go on the agenda.
2. The Clerk will deliver a draft of the agenda with backup, to the County Administrator by 8:30 Monday morning, one week prior to the Board meeting.
3. The County Administrator will review the draft and backup on Monday morning between 8 and 12 noon and will contact any people necessary to clear up questions, etc. This might include contacting the Chairman or other Board members as well as department heads or elected officials. He will also include, if necessary, on each agenda item request form his comments for Board members' review.
4. All agenda items and backup will be returned to the Clerk by 12 noon on Monday. The Clerk will send a copy of the draft to the Chairman and the Chairman will review the agenda and respond to the Clerk no later than 12 noon on Tuesday on what items should or should not appear on the agenda. If the Chairman determines that an item should not appear on the agenda, the other two Board members may inform the County Administrator that the item should appear on the agenda. In that event, the item shall be added or included in a future agenda.
5. Clerk will mail preliminary agenda Tuesday afternoon, and finalize the agenda for posting, placement in Board books and putting on the Internet Wednesday afternoon.
6. Items scheduled on the Verde Valley agenda will be those pertaining to the Verde Valley and other regular items except ones for which the Western Yavapai County

public would want or need to be present. It would be understood that the County Administrator would represent department heads whenever possible to cut down on travel for Verde Valley meetings.

7. Study sessions will be scheduled on Board days whenever possible, even if it means prolonging the session into the afternoon.

APPROVED AND ADOPTED this 20th day of January, 1998.



Chairman, Board of Supervisors

ATTEST:



Clerk, Board of Supervisors