

RESOLUTION NO. 1158

REPEALING RESOLUTION NO. 1107 AND ESTABLISHING A POLICY FOR FORMULATION AND SCHEDULING OF BOARD OF SUPERVISORS' AGENDAS

WHREAS, 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; and

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 Monday one week prior to the week in which the Board meeting is scheduled. If Monday is a holiday, the items will come to the Clerk by 5:00 p.m. on the preceding Friday. Items that are received late will be held over until the next regular meeting of the Board.
2. The Clerk will deliver a draft of the agenda with backup, to the County Administrator by 8:30 a.m. Tuesday morning, one week prior to the Board meeting.
3. The County Administrator will review the draft and backup on Tuesday morning between 8:30 a.m. and 12:00 p.m. 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 12:00 p.m. on Tuesday. 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 8:00 a.m. on Wednesday 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. The Clerk will finalize the agenda for posting and distribution (mailing and placement on the Internet) on Wednesday morning. Board books containing the final agenda and backup materials will be compiled on Wednesday for delivery to Board members on Thursday morning or sooner, if possible.

6. Anyone wishing to submit an item for the agenda after the agenda has been finalized must first obtain the approval of the County Administrator and then the approval of the Chairman.
7. 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; except that when necessary to the smooth operation of County government, items that would otherwise be scheduled in the Verde Valley may be scheduled for Prescott provided they are not items for which the Eastern Yavapai County public would want or need to be present.
8. Study sessions will be scheduled on Board days whenever possible, even if it means prolonging the session into the afternoon.

APPROVED AND ADOPTED this 7th day of December, 1998.



Chairman, Board of Supervisors

ATTEST:



Clerk, Board of Supervisors