



YAVAPAI COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 1929

A RESOLUTION REPEALING RESOLUTION # 1575 AND ESTABLISHING A POLICY FOR FORMULATING AND SCHEDULING OF BOARD OF SUPERVISORS AGENDAS

WHEREAS, a 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 AS FOLLOWS:

1. Resolution No. 1575 establishing a policy for formulation and scheduling of Board of Supervisors Agendas is hereby repealed, to be replaced by the procedures set forth herein;
2. Regularly scheduled Board meetings will be held at 9:00 A.M. on the first and third Wednesday of each month, with the first meeting of each month being held at the Prescott Board of Supervisors meeting room and the second meeting of each month being held at the Cottonwood Board of Supervisors meeting room (Eastern Yavapai County);
3. The meeting schedule and meeting start time for regularly scheduled meetings will be approved at a regularly scheduled meeting in November the year prior to the meetings being held;
4. Items may be placed on the agenda by a Board member, other County elected official and County Department heads;
5. Agenda items, complete with back-up, will be delivered to the Clerk of the Board no later than 5:00 p.m. on the Friday, one week prior to the week in which the Board meeting is scheduled;
6. Agenda items that are received late may be held over until the next regular meeting of the Board;
7. The Clerk will provide a copy of the draft agenda to Chairman for review;
8. Pursuant to Resolution # 1822, all items included on a proposed meeting agenda shall be subject to the approval of the Chairman;

9. Once the Chairman has signed off on the draft, a draft copy will be distributed to the Board members and the County Administrator. If a Board member or the County Administrator feels that item should not be on the agenda, he or she will communicate their concerns to the Clerk;
10. The Clerk will review the draft agenda, including any items that have been communicated as a concern with the Chairman and the County Administrator;
11. The Chairman shall have final approval of the agenda. If the Chairman determines that an item should not appear on the agenda, the Clerk will notify the other Board members, the County Administrator and the department head or elected official who submitted the item. Pursuant to Resolution if a majority of Board members request that an item removed by the Chairman be restored to the agenda, the Clerk will notify the Chairman and the item will be restored to the current agenda or included in either the next regular meeting agenda or the agenda for any special meeting that may occur prior to the next regular meeting;
12. If the Chairman is not available to participate in the processes set forth in paragraphs 5-7 above the Vice Chairman shall assume the Chairman's responsibilities or other designee of the Chair, as set forth in Resolution # 1822;
13. All agenda items will be submitted electronically through the Clerk of the Boards agenda system. Upon final approval of the agenda by the Chairman, the agenda will be finalized and released to the Board members and posted for public review. Completion and posting of the agenda will take place as soon as practicable after approval of the agenda but no later than Friday prior to the board meeting;
14. Agenda items that would be of particular interest in eastern Yavapai County, to the best of scheduling ability and in order to ensure a smooth operation of County government, will be scheduled for the 2nd meeting of the month in Cottonwood;
15. The agenda process for special meetings shall resemble the process for regular meetings set forth herein as closely as is possible and practicable.

Approved and Adopted by the Yavapai County Board of Supervisors this 21st day of December 2015.

/s/ Craig L. Brown

Craig L. Brown, Chairman

ATTEST:

/s/ Barbara Fox-Thomas

Barbara Fox-Thomas, Deputy Clerk of the Board

APPROVED AS TO FORM AND DETERMINED TO BE WITHIN THE SCOPE OF PERFORMANCE
OF DUTY OF THE YAVAPAI COUNTY BOARD OF SUPERVISORS:

/s/ Jack Fields

Jack Fields

Deputy County Attorney