

ADMINISTRATIVE PROCEDURES



Procedure Number: 3-8

Effective Date: 01/17/1995

Revision Date: 05/30/2003

C. Dubelley
County Administrator

SUBJECT: **NOTIFICATION TO BOARD OF SUPERVISORS OF
PUBLIC MEETINGS TO BE HELD IN THEIR DISTRICT**

DEPARTMENT RESPONSIBLE: **Office of the County Administrator**

I. PURPOSE

The purpose of this administrative procedure is to establish the process for implementing the Board of Supervisors policy making all Pima County department administrators, directors and managers responsible to provide advance notification to members of the Board of Supervisors of all County-related public meetings which are scheduled to be held within their districts.

II. PROCEDURE

A. Responsible Party

Ensuring compliance with the requirements of prior notification shall be the responsibility of the department administrator, director, or manager whose department or organization is scheduling or is otherwise involved in the public meeting.

B. Public Meetings Defined

1. The responsibility to provide prior notification to a member of the Board extends to all public meetings dealing with any issue of public policy, project or program that fall under the jurisdiction of the Board of Supervisors, including, but not limited to the delivery of services, construction of public projects, and regulatory matters affecting public health, safety or welfare.
2. The responsibility for providing prior notification extends to public meetings that are to be scheduled by other units of government in instances in which Pima County is party to an intergovernmental agreement or otherwise cooperates with or shares responsibility for the policy area, project or program with the other unit of government.
3. In some instances, a public meeting will deal with a matter of public policy that is of relevance to residents of more than one supervisorial district but does not have general, community wide importance. In these

instances, the department administrator, director, or manager shall provide prior notification to all affected members of the Board.

4. The requirement of prior notification does not apply to Pima County Boards, Commissions, and Committees or to public meetings whose scheduling is regulated by statute and open meeting requirements.

C. Timing and Form of Notification

1. Whenever scheduling a public meeting is the sole and exclusive responsibility of a Pima County department or organizational unit, prior notification requires coordination of the date and timing of such public meetings with the schedule of the affected member of the Board before any other efforts are made to set a date, time or place for the public meeting. In those instances when some other unit of government is responsible for scheduling a public meeting, the Pima County department administrator, director, or manager shall make every effort to insure the meeting does not conflict with the scheduling of the Board member, but shall, at a minimum, provide notification of the meeting as soon as it has been determined that a public meeting will be held.
2. Written notification of the public meeting shall be provided to the affected Board member and shall identify the stated purpose of the meeting, any statutory or regulatory requirements affecting the calling and scheduling of the meeting, and a general time period during which the public meeting should be scheduled.