



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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PURPOSE

To describe the process for placing items on the Board of Supervisors' Meeting Agenda and/or Addendum.

BACKGROUND

In 1997, the Board of Supervisors accepted the recommendations of the Agenda/Addendum Task Force for improvement of the agenda/addendum process. On January 6, 2009, the Board of Supervisors, in conformance with the Pima County Sustainability Plan, voted to eliminate the requirement for the submission of paper agenda back-up material and to receive the documentation electronically.

POLICY

I. AGENDA

- A. County departments will follow the approved Board of Supervisors' Meeting and Agenda Material Submission Schedule as posted on the Pima County Homepage.
- B. All agenda items will be submitted to the Clerk of the Board no later than Wednesday, 5:00 p.m. (13) calendar days from the scheduled meeting date.
- C. The Clerk of the Board reserves the right to return incomplete/inaccurate agenda/addendum items to the submitting department.
- D. The Clerk of the Board will post the agendas on Wednesday, (6) calendar days prior to the scheduled Board Meeting. Should a holiday occur, the schedule will automatically move back one day.
- E. County departments who originate agenda items will be responsible for notifying all parties involved that their agenda item is scheduled for a specific Board Meeting date. The Clerk of the Board shall provide notification to the required parties for an appeal before the Board of Supervisors.
- F. The County Administrator will be responsible for maintaining a calendar of future, routine Board Meeting items (i.e., depicting yearly mandated deadlines for fiscal year contracts, budgets, levies, elections, etc.) to eliminate last minute emergencies.



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- G. The County Administrator will be responsible for holding department heads accountable for following agenda/addendum procedures and deadlines.

II. ADDENDUM

- A. All addendum items must be submitted to the Clerk of the Board by Thursday, 5:00 p.m., (5) calendar days prior to the Board Meetings. Should a holiday occur, the schedule will automatically move back one day.
- B. Addendum items submitted by County departments must be signed and authorized by the County Administrator prior to being submitted to the Clerk of the Board by the established addendum deadline.
- C. The Chairman and/or any Supervisor may place items on the addendum by the Thursday, 5:00 p.m. deadline.
- D. Addendum items submitted after the Thursday, 5:00 p.m. deadline, will require three Board of Supervisors' signatures prior to being submitted to the Clerk of the Board for any additional addendum.
- E. The Clerk of the Board will post addendums on Friday, (4) calendar days prior to the scheduled Board Meeting. Should a holiday occur, the schedule will automatically move back one day.

III. RESPONSIBLE PARTIES

- A. Clerk of the Board
B. County Administrator
C. Department Heads

Effective Date: November 1, 1997
Revised Date: April 4, 2006
April 7, 2009