

COUNTY COMMISSION OF JEFFERSON COUNTY

POLICY TITLE: Agenda - County Commission

POLICY NUMBER: 2009 - 2

ADOPTED: May 7, 2009

EFFECTIVE: June 4, 2009

REVISED:

PURPOSE:

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

POLICY:

The County Commission of Jefferson County is committed to providing open and accessible governmental proceedings and wishes to provide its citizens with information concerning the business of the County Commission and county government.

PROCEDURE:

- The Agenda for each County Commission meeting is prepared by the Commission staff.
- The County Commission agenda closes at 12:00 noon, one week prior to the County Commission meeting. All appointments for the County Commission agenda are made with the County Commission staff prior to the 12:00 noon deadline. Submissions for new business items and information items must be submitted to Commission staff by the same 12:00 noon deadline. Ex: If the County Commission meets on Thursday, appointments must be made and new business and informational items submitted by 12:00 noon the preceding Thursday. The County Commission requires written documentation and materials for appointments and items of new business. Requests for appointments and items submitted after this time will be carried over for the next agenda.
- Appointments shall be 15 minutes unless it is determined that less time is needed.
- The last appointment will be 11:00 AM.

- New and old business items shall be taken up between scheduled appointments or when time permits.
- County departments shall submit all materials in both digital and hard copy format to the Commission office
- When submitting an item for the agenda, the requesting department, organization or individual shall indicate the desired action of the County Commission i.e., Discussion, Discussion/Action, Introduction, Presentation or Information. All Action Items shall include the Action being requested of the County Commission. Items not indicating the requested action will be held over until the following week.
- The agenda will be available at 12:00 noon, three days preceding the County Commission meeting. Ex: If the County Commission meets on Thursday, the agenda will be available Monday at 12:00 Noon.
- The agenda is available in the Office of the County Commission and on the County website at jeffersoncountywv.org. A pdf of the agenda packet will be available at this site. Links to specific agenda items will be available when practical.
- If you require visual equipment for your appointment with the County Commission, please notify the Commission staff when scheduling your appointment.
- At all times, the County Commission reserves the right to rearrange agenda items because of time constraints and to accommodate the Commission schedule or the public.