

<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	Agenda Policy	Approved:	03/06/2025
Policy Number:	900	Author:	Benites
Associated:			Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012

**PURPOSE:**

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

**Policy on Commission Agenda Creation**

1. The Commission President is responsible for creating the agenda for Commission meetings.
2. Any agenda request that includes a budgetary impact must be reviewed by the Chief Financial Officer prior to inclusion on the agenda.

**Standard Operating Guidance for Agenda Requests and Management**

1. **Eligible Submitters**
  - o Agenda requests will be accepted from Commissioners, the Assessor, the Sheriff, the Prosecuting Attorney, the County Clerk, the Circuit Clerk, and the County Administrator on behalf of County departments, boards, and commissions.
2. **Submission Requirements**
  - o Agenda requests must be submitted to [Agenda@jeffersoncountywv.org](mailto:Agenda@jeffersoncountywv.org).
  - o Requests are due by noon at least five (5) business days before the scheduled Commission meeting.
  - o All submissions must include all necessary supporting documentation.
3. **Drafting the Agenda**
  - o The County Administrator will draft an agenda that includes all eligible agenda requests.
  - o The draft agenda will be reviewed and finalized by the Commission President.
4. **Agenda Approval**
  - o The Commission President has the final authority over the inclusion of items and their order on the agenda.
5. **Personnel Matters**
  - o It is not appropriate for the Commission to publicly discuss personnel matters regarding an individual employee.

- All discussions related to personnel matters must be conducted in an executive session unless the affected employee requests otherwise.

**6. Agenda Publication**

- Once finalized by the Commission President, the agenda will be:
  - Published at the Courthouse.
  - Posted on social media.
  - Sent via County email to subscribers.