

	<i>Jefferson County Policies & Procedures</i>	
Policy Name:	Agenda Policy	Approved: 11/20/2025
Policy Number:	900	Author: Benites
Associated:		Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012 Revised 03-06-2025

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

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

Agenda requests must be submitted to agenda@jeffcowv.gov Requests are due by noon at least five (5) business days before the scheduled Commission meeting. All submissions must include all necessary supporting documentation.

3. Drafting the Agenda

The County Administrator will draft an agenda that includes all eligible agenda requests. The draft agenda will be reviewed and finalized by the Commission President.

4. Agenda Approval

The Commission President has the final authority over the inclusion of items and their order on the agenda.

5. Personnel Matters

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.

7. Public Comment periods:

Each regular Commission meeting will include:

- o 15-minute public comment period near the beginning of the meeting; and
- o A second public comment period at the end of the meeting for any remaining individuals who signed up but were not heard earlier.

8. Evening Meetings / Town Hall Format.

At regularly scheduled evening Commission meetings, the Commission will host a town-hall-style session that allows for more informal, two-way dialogue with constituents. The town hall format is intended to supplement, not replace, the formal public comment requirements that apply to regular meetings.

9. Sign-In Requirement.

Individuals wishing to speak must sign in prior to the start of the meeting and must indicate:

- The agenda item(s) on which they wish to comment,
- Their home address, and
- If they reside in a municipality, they must list the municipality. If they live in the County, and outside of a municipality, they must list this as well.

10. Content and Decorum.

Speakers must address the Commission as a whole and maintain decorum. Personal attacks, disruptive behavior, or discussion of individual personnel matters are not permitted. The Commission President may rule comments out of order and end a speaker's time if necessary to maintain the orderly conduct of the meeting.

11. Written Comments.

Individuals may submit written comments for inclusion in the meeting record. Please submit written comments to info@jeffcowv.gov