

	<b>CHAPTER:</b> Administration	<b>POLICY:</b>
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	<b>SUBJECT:</b> Board of County Commission Meeting Agenda	
<b>RELATED POLICIES:</b>	<b>ENABLING RESOLUTION:</b>	198-2010 and 200-2010
	<b>RESOLUTION DATE:</b>	December 15, 2010
	<b>REVISED RESOLUTION &amp; DATE:</b>	
<b>OFFICE WITH PRIMARY RESPONSIBILITY:</b> County Manager's Office		

**I. POLICY STATEMENT**

All Items requiring action by the Board of County Commissioners are considered at a Regular, Special or En Banc meeting, and are included on an agenda prepared by the County Manager's Office for each meeting.

**II. EXCEPTIONS**

Agenda for En Banc meetings not hosted by Sedgwick County are prepared by the hosting governing body.

**III. DEFINITIONS**

A. The four types of agenda prepared are:

1. Regular Agenda – Lists all routine and policy items to be considered, along with a brief descriptive phrase and recommended action to be taken by the Board.
2. Action Agenda – Lists item as above, but includes some form of backup material to explain or substantiate each item.
3. Consent Agenda – Lists items not warranting discussion and for which official signatures of the Board may be required. Adoption of this agenda is listed as an item on the regular agenda.
4. Special Agenda – Agenda prepared for any non-regularly scheduled meetings including Fire District and en banc meetings.

#### IV. PROCEDURES

##### A. Preparation of Agenda Item Requests

The County Manager and his staff will have a meeting each Tuesday to review submitted electronic agenda items for the Board of County Commissioners' meeting. Department representatives submit agenda items in final form through the Electronic Agenda Process which will prepare a rough draft of all regular and special meeting agendas for distribution to selected departments. Agenda item request formats are held in the Electronic Agenda Software.

An agenda item in final form includes the following information:

1. Proposed agenda item
2. Presented By
3. Recommended Action
4. Proposed Agenda Date
5. Outside Attendees
6. Multimedia Presentation
7. Donations
8. Background
9. Analysis
10. Alternatives
11. Financial Considerations
12. Policy Considerations
13. Legal Considerations
14. Attach backup documentation

The County Manager, for good cause, may make an exception to the deadlines and requirements.

##### B. Submission of Agenda Item Requests

###### 1. Departmental/Agency Requests

Agenda Items will have until 5:00 PM Monday to be approved and submitted for the Board Meeting nine days later. Department representatives submit agenda item requests in final form through the Electronic Agenda Process to the County Manager's Office staff. This deadline will be automatically moved to Tuesday should a County holiday fall on Monday.

###### 2. Public Agenda Item Requests

Any member of the public may request to place an item on the agenda for consideration by the Board of County Commissioners through either of two procedures:

- a. At the Chairman's discretion, a public agenda may be held at the beginning and/ or end of a Regular meeting. A member of the public may address the Board by signing up to speak on Wednesday mornings prior to the start of Regular meetings. Requests should include the requestor's name, address, phone number, and email address, if available, and the topic of their request.
- b. The Chairman of the Board may grant permission to a member of the public audience to address the Board concerning any specific item listed on the agenda.

3. Limitation of Frequency of Public Requests to Address the Board.

Comments from the public are generally limited to five (5) minutes. Time limits may be adjusted as necessary. Requests made by a member of the public under either subsection IV.B.2.a or IV.B.2.b shall be limited in frequency to no more than one presentation in every other Regular Wednesday meeting.

4. Special Presentations to the Board

Members of the public wishing to address topics that are unusually detailed or complicated, thus requiring longer time for presentation, are urged to make a written request to the County Manager. Such request shall be submitted by the Monday nine days prior to the anticipated Board Meeting date.

C. Preparation of the Agenda in Final Form

After all agenda items have been submitted in final form, a final agenda will be prepared by the County Manager's Office for review by the Board of County Commissioners Friday preceding the Board Meeting. The final decision as to items included on a particular agenda belongs to the Chairman, or in the absence of the Chairman, the County Manager. Exceptions to this provision occur when another member of the Board requests that an item be placed on the agenda for consideration.

D. Off-Agenda Items

Off-agenda items are items which were not submitted in time for inclusion on the agenda, but which must be acted on by the Board. When this situation occurs, the department or the individual submitting the item must present the item to the County Manager's Office for approval. The County Manager will coordinate the off-agenda item with the Chairman. As these items are not disclosed prior to the meeting, requests for off-agenda items are discouraged. These procedures shall in

no way limit a Commissioner from moving to bring an item up off agenda during a Commission meeting.

E. Distribution of the Agendas

Distribution of the Agenda will be available electronically on our website, [www.sedgwickcounty.org](http://www.sedgwickcounty.org). Members of the public may sign up on our website to receive an email notification with the agenda for all upcoming Board of County Commission Meetings. Paper copies are available during the Board of County Commission Meeting as well as in the County Manager's Office per request. After distribution of the agenda, members of the media are invited to attend an agenda review session held at 9:30 AM every Monday morning preceding the Wednesday meeting. The County Manager reviews the agenda items and answers any questions the media may have.

F. Certification of Funds

The Director of the Division of Finance shall be responsible for certifying funds for all items to be considered by the Board of County Commissioners during any regularly-scheduled or special meeting, including meetings wherein the Board acts as the governing body of the fire district. The certification shall list all agenda items together with the amounts certified, and it will also contain a statement that the proposed expenditures are in compliance with both the Kansas Cash Basis Law (K.S.A. 10-1101, et seq.) and the Kansas Budget Law (K.S.A. 79-2925, et seq.) It shall be made in writing and delivered to the Board, the County Manager, County Counselor and others as determined by the County Manager; and it shall be delivered no later than 24 hours prior to the agenda's beginning time.

G. Approval of Claims

In accordance with law the Board shall approve all claims, including claims for salaries and wages.