
SUBJECT: COUNTY COMMISSIONERS

ADOPTED DATE: MAY 4, 1992

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AGENDA PROCEDURES

The agenda procedure shall be as follows:

- 1) The agenda deadline is the Monday before each meeting at 5:00 PM.
- 2) Prepare a one or two-page memo or letter outlining your request, addressed to the Cass County Board of Commissioners, and submit it to the Commission Secretary by the agenda deadline. It will be determined from the information you submit if an item is ready to be placed on the agenda. An agenda packet will be prepared for commissioners prior to each meeting, allowing them full opportunity to review each request and to ask questions prior to the commission meeting.
- 3) If you are asking the board of commissioners to make a decision based on your supporting material, type "SUGGESTED MOTION" at the end of your memo or letter, and state the action you are requesting the board of commissioners to consider. If you are providing information only and not requesting action, please state that in your letter.
- 4) If you need to attach a lengthy document to your letter but don't think it is necessary to make copies for each commissioner, state in your letter that full documentation is available for their review in the Commission Secretary's office.
- 5) Commission agendas may be amended for "unusual circumstances" as part of the motion to approve the order of the agenda by a majority of the Commissioners present. The portfolio commissioner should have responsibility for placing these items on the agenda.

HISTORICAL REFERENCE DATE: JANUARY 31, 1989
DECEMBER 15, 2014
DECEMBER 5, 2016