

	CHAPTER: Administration	POLICY:
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	SUBJECT: Board of County Commission Meeting Agenda	
RELATED POLICIES:		ENABLING RESOLUTION: 7-2016 and 33-2016 RESOLUTION DATE: January 20, 2016 and February 17, 2016 REVISED RESOLUTION & DATE: XX-2017
OFFICE WITH PRIMARY RESPONSIBILITY: 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 Board of County Commissioners, County Manager and staff may have a weekly meeting to review submitted electronic agenda items for the Board of County Commissioners' meeting and other matters as determined necessary.

Department representatives submit agenda items in draft form through the Electronic Agenda Process to the County Manager's Office. Agenda item request formats are held in the Electronic Agenda Software.

An agenda item in draft form includes the following information:

1. Proposed agenda item
2. Presented By (if known)
3. Recommended Action
4. Proposed Agenda Date

Department representatives must include all information required below for an item to be considered ready for a rough draft agenda. A rough draft of all regular and special meeting agendas will be prepared through the Electronic Agenda Process for distribution to selected departments.

An agenda item in final form includes the following information:

1. Proposed agenda item
2. Presented By (not needed for consent items)
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 (with any necessary signatures outside of the Board)

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

Draft agenda items and agenda items in final form that do not have a prior draft version must be submitted no later than 5:00 P.M. the Monday sixteen (16) days prior to the Board Meeting. If the Monday is a holiday, the deadline shall be extended to 5:00 P.M. the Tuesday fifteen (15) days prior to the Board Meeting.

Agenda Items in draft form must be approved in final form no later than 5:00 P.M. the Monday nine (9) days prior to Board Meeting. If the Monday is a holiday, the deadline shall be extended to 5:00 P.M. the Tuesday eight (8) days before the Board Meeting.

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 Sedgwick County's website, 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 may request an agenda review session. The review session shall be held at a time and day agreed upon by all requesting parties and the County Manager's Office.. At an agenda review session, the County Manager's Office 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.