COUNTY DEPARTMENT AGENDA REQUEST

Department:	County Commissioners	Presenter(s):	Board of Commissioners
Meeting Date:	Thursday, February 24, 2011	Type of Request:	Consent

Wording for the Agenda:

Approval of amendments to County Policy No. 100.03 which provides guidance for the development of the agenda for County Commission Meetings.

Background/History/Details:

In recent weeks, there has been some confusion among Board members in the interpretation of certain procedures used to develop and manage agendas, how new ideas/initiatives are introduced, and other issues related to how Board Meetings are conducted.

At the Board's Annual Planning Retreat, the Board discussed these issues and wish to modify existing policies to clarify the issues in question.

A copy of the original Policy No. 100.03 and a draft of the proposed amendment Policy No. 100.03 are included hereafter.

What action are you seeking from the Board of Commissioners?

Motion to adopt amended Policy No. 100.03 which will replace the original policy.

If this item requires funding, please describe:

No funding required.

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Friday, February 11, 2011
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Not Applicable	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

PURPOSE

The purpose of this policy is to provide the Board of Commissioners and staff guidance for the establishment of the Board's Public Meeting and Workshop Agendas.

POLICY

There shall be a uniform process for the placement of requests on the Agenda requiring Board of Commissioner action during the regularly scheduled meetings of the Board of Commissioners.

PROCEDURE

The following procedure shall be adhered to for the establishment of the Board's Agenda.

1. Schedule: All requests for placement of an item on the Boards Agenda shall be submitted a minimum of two weeks in advance of the requested Agenda date.

2. Submittal:

   a. Division Directors and Department Heads shall have primary responsibility for the placement of their requests on the Board's Agenda.

   b. Material to be submitted shall consist of an Agenda Request and sufficient background information relative to support the request.

      - All submittals shall be done electronically in a PDF format.
      - Division Directors and Department Heads shall have primary responsibility to ensure that all approvals for the request have been completed.

   c. Late submittals will be deferred to the next scheduled meeting unless there is a compelling reason to adjust the Board's Agenda (adverse legal consequences, adverse fiscal consequences) etc. and then only upon approval of the County Administrator.

   d. Staff Reports shall be limited to providing the Board with information only, reports requiring an action by the BOC shall be properly placed on the Agenda.

3. Review: The Chairman of the Board of Commissioners, County Administrator and Executive Assistant will conduct a formal review of the proposed Agenda prior to the publication of the Agenda.

4. Publication: The Board's Final Agenda shall be published on the Friday preceding the Scheduled Agenda date. The Agenda shall be made available to the general public via the County Web-Site. Department's can utilize either the Web Site or the Common Drive to review and print the Agenda.

DRAFT

100.03

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b. Material to be submitted shall consist of an Agenda Request and sufficient background information relative to support the request.

c. All submittals shall be done electronically in a PDF format.

d. Division Directors and Department Heads shall have primary responsibility to ensure that all approvals for the request have been completed.

e. Late submittals will be deferred to the next scheduled meeting unless there is a compelling reason to adjust the Board's Agenda (adverse legal consequences, adverse fiscal consequences) etc. and then only upon approval of the County Administrator.

f. Staff Reports shall be limited to providing the Board with information only. Staff report topics shall be properly noted on the Agenda and back-up information provided.

DRAFT

3. Commissioner Submittal

a. Commissioners wishing to have an item pertaining to the business of the County shall communicate their desire to the Board's Executive Assistant consistent with the requirements of the Agenda schedule including the submittal of information pertinent to the request.

b. Commissioners wishing to have an item placed on the agenda after the deadline will need a quorum of the members of the Board of Commissioners to approve having the item added to the Agenda. In the event an item is added after the publication of the Agenda, the Commissioner making the request shall offer a motion for the Agenda to be amended at the beginning of the meeting during which the item for consideration will be discussed. Staff will prepare a printed addendum for dissemination to the public.

c. Commissioner Reports shall be limited to providing information to the Board in which the member has been requested to represent the Board (ie: committees, boards, meetings etc.)

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6. Deletions: Items which have been formally published on the Agenda for Board discussion or action which the petitioner requests to be deleted or postponed shall be accomplished by filling out the appropriate form indicating the reason for the request of withdrawal. The County Administrator shall present the withdrawal to the Board of Commissioners at the beginning of the meeting and request that the Agenda for the meeting be amended to reflect the withdrawal. This withdrawal request shall also be made available to the general public.

(Agenda Format used for Thursday Night Meetings)

BOARD OF COMMISSIONERS
Herb Frady, Chairman
Robert Horgan, Vice Chairman
Steve Brown
Lee Hearn
Allen McCarty

★

STAFF
Jack Krakeel, County Administrator
Scott Bennett, County Attorney
Carol Chandler, Executive Assistant
Karen Morley, Chief Deputy Clerk
Floyd Jones, Deputy Clerk

★

MEETING LOCATION
Public Meeting Room
Administrative Complex
140 Stonewall Avenue
Fayetteville, GA 30214

★

MEETING TIMES
2nd and 4th Thursday each month 7:00 pm

★

COMMISSION OFFICE
Administrative Complex
Suite 100
140 Stonewall Avenue
Fayetteville, GA 30214
Phone: 770.305.5200
Fax: 770.305.5210

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WEB SITE
www.fayettecountyga.gov

★

E-MAIL
administration@fayettecountyga.gov

Agenda

Board of Commissioners
, 2011
7:00 P.M.

Call to Order, Invocation and Pledge of Allegiance.

Acceptance of Agenda.

PRESENTATION/RECOGNITION:

PUBLIC HEARING:

PUBLIC COMMENT:

CONSENT AGENDA:

OLD BUSINESS:

NEW BUSINESS:

REPORTS:

ADMINISTRATOR'S REPORTS

COMMISSIONERS REPORTS

ADJOURNMENT

(Agenda Form used for Wednesday Workshop Meetings)

BOARD OF COMMISSIONERS
Herb Frady, Chairman
Robert Horgan, Vice Chairman
Steve Brown
Lee Hearn
Allen McCarty

★

STAFF
Jack Krakeel, County Administrator
Scott Bennett, County Attorney
Carol Chandler, Executive Assistant
Karen Morley, Chief Deputy Clerk
Floyd Jones, Deputy Clerk

★

MEETING LOCATION
Commissioners Conference Room
Suite 100
Administrative Complex
140 Stonewall Avenue
Fayetteville, GA 30214

★

MEETING TIMES
1st Wednesday each month at 3:30 p.m.

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COMMISSION OFFICE
Administrative Complex
Suite 100
140 Stonewall Avenue
Fayetteville, GA 30214
Phone: 770.305.5200
Fax: 770.305.5210

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WEB SITE
www.fayettecountyga.gov

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E-MAIL
administration@fayettecountyga.gov

Workshop Agenda

Board of Commissioners
, 2011
3:30 P.M.

Call to Order.

Acceptance of Agenda.

OLD BUSINESS:

NEW BUSINESS:

REPORTS:

ADMINISTRATOR'S REPORTS

COMMISSIONERS REPORTS

ADJOURNMENT