



DOUGLAS COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TITLE Public Meeting Policy and Procedures	Approval Date 10/23/90
POLICY CUSTODIAN County Manager	Revision Date 4/22/2014

PURPOSE: To ensure consistency and uniformity in scheduling agenda items for public meetings of the Board of County Commissioners.

DEPARTMENT RESPONSIBLE: County Manager

DEPARTMENT(S) AFFECTED: All

POLICY: The Board of County Commissioners will hold regularly scheduled meetings open to the public in order to conduct county business. Such meetings and hearings will be scheduled as follows:

PROCEDURES:

1. Public Hearings (those agenda items which, under state law or adopted county rules, require formal--published--notice) will be held on the second and fourth Tuesdays of each month beginning at 2:30 p.m. "or as soon thereafter as possible." Note: Public Notices for land use items should include the following statement: "Please confirm the agenda time on items of interest with the Department of Community Development and Department of Public Works Engineering." The County Manager, in consultation with the Office Manager and the Chair of the Board of County Commissioners, will define potentially controversial issues for the purpose of scheduling.
2. Agenda items for Public Hearings must be received by the County Manager's Office on or before 12:00 noon **two weeks** before the Public Hearing (i.e., 14 days before the Public Hearing).
3. The Board of County Commissioners Business Meetings, for agenda items not requiring a noticed public hearing, will be routinely held at 1:30 p.m. on the second and fourth Tuesdays of each month.

The agenda will include items received by the County Manager's Office on or before 12:00 noon **two weeks** before the Business Meeting.

4. All agenda items (for a Public Hearing or Business Meeting) must be submitted to the County Attorney for review before submitting the agenda item to the County Manager's office. The County Attorney will conduct a legal review for all items.
5. Any agenda item (for a Public Hearing or Business Meeting) with a fiscal impact on the County must be submitted to the Finance Department for review before submitting the agenda item to the County Manager's office. The Finance Department will conduct a fiscal review, for any such items with a fiscal impact.
6. The original standardized cover page, along with appropriate supporting materials, including originals of document(s) to be executed by the Board, is required. Originals that require Board signature should be identified so that these items can be properly processed. If an original is not available at the time the agenda item is submitted, a note should be attached indicating the status of the document(s).

Two (2) copies of oversized or extremely detailed maps must be submitted to the County Manager's Office.

Agenda items must be entered in the Minute Traq system two weeks before the meeting date.

7. Exceptions to the submittal deadline will not be granted by the County Manager unless an emergency can be clearly demonstrated and the Chair of the Board concurs.

8. Distribution:

Board of County Commissioners – 3
County Attorney – 3
County Manager – 1
Deputy County Manager – 1
Public Affairs - 2