

Dooly County Commissioners Board Agenda Policy

I. Development of Agenda

The County Clerk shall prepare the Agenda for each Board meeting. Board members, administrative staff members, or County Department Heads may suggest items of business for inclusion on the Agenda.

A majority vote of the Board Members present shall be required for approval of the Agenda. After approval of the Agenda, no item not on the Agenda shall be considered by the Board without the majority vote of all members present. A copy of the Agenda shall be available to the public at the beginning of each meeting.

II. Information for Board Members

For each regular meeting of the Board, the County Clerk shall prepare a packet of information containing the proposed agenda along with other information related to the Board meeting for each Board member. This information shall be sent out to the Board Members on the Friday before the Regular Meeting on Thursday of the following week.

III. Procedures Governing Speakers at Board Meetings

Any person desiring to be heard by the Board must contact the County Clerk to be placed on the Agenda. These requests must be received by the County Clerk by 12:00 Noon on the Friday before the Regular Meeting on Thursday of the following week. Individuals must identify the topic that they wish to discuss with the Board. Individuals are encouraged to submit their presentation in writing.

The Board reserves the right to hear County Department Heads, State Officials, other city/county officials, or other individuals on official business on shorter notice. Otherwise, the Board shall not hear any person who fails to comply with this Policy.

All presentations to the Board should be as brief as possible. A speaker shall be allowed five (5) minutes for presentation, unless an extension is granted by a majority vote of the Board. The County Clerk shall keep time. Persons with a lengthy presentation are encouraged to submit their presentation in writing.

In addition to the above, the following rules shall be followed when appearing before the Board:

1. State your name and address.
2. All remarks shall be made to the Chairman of the Board.
3. No person shall be allowed to make obscene, derogatory or slanderous remarks when addressing the Board.
4. No person shall be allowed to disrupt or interfere with the procedures.

IV. Written Comments

The Board encourages citizens to express opinions on matters of public concern. Citizens may submit written comments to the County Clerk at any time. The Clerk will forward all comments received on to the Board.

V. Policy Change

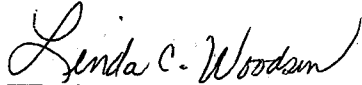
The County reserves the right to delete, modify, amend or terminate this policy at any time, with or without prior notice.

Approved this 19th day of January, 2012.

Dooly County Board of Commissioners


Chairman

Attest:


County Clerk