

# **BUCHANAN COUNTY BOARD OF SUPERVISORS**

## **Policy and Procedure for the Board Meeting Agenda**

The Board of Supervisors encourages the public to attend and be a part of how the Buchanan County Board of Supervisors makes its decisions. It is the goal of the Buchanan County Board of Supervisors to conduct business in an orderly, productive and timely manner. Therefore, the Board of Supervisors has adopted a policy and procedure for placement of items on the agenda for all meetings, which must be adhered to by board members, county officials, staff, and those requesting to be placed on the agenda.

### **AGENDA POSTING REQUIREMENTS**

All meeting agendas are required by state statute to be posted twenty-four (24) hours prior to the scheduled meeting date. The meeting agenda shall be posted on the public bulletin board at the Buchanan County Courthouse. Copies of the agenda shall be available to the public in the County Auditor's Office and on the County's website, [www.buchanancountyiowa.org](http://www.buchanancountyiowa.org).

### **PROCEDURE TO REQUEST PLACEMENT ON THE AGENDA**

Agenda items must be submitted to the County Auditor's Office no later than 4:00 p.m. on the Wednesday prior to the scheduled board meeting. This allows for review and research, if necessary, and facilitates a meaningful discussion and appropriate action. Items submitted after the deadline may be postponed to a later meeting in order to allow sufficient time for research and consideration.

Requests for placement on any board meeting agenda must be in writing to the County Auditor's Office. The written request must include the following information:

1. Identification of the requestor, contact information, and speaker(s) on the subject matter,
2. A detailed description of the subject matter,
3. The requested meeting date, and
4. Four (4) copies of all supporting documentation/materials(s) related to the request (for non-departmental requests only). County departments are strongly encouraged to submit supporting documentation/materials(s) electronically. The County Auditor should be contacted if assistance is needed.

The County Auditor, in consultation with the Board Chairperson, will determine whether sufficient information has been submitted to adequately permit consideration of the item by the Board. The County Auditor will then contact the individual who requested placement of the item on the agenda to inform that individual of the meeting date chosen or that additional information is being requested prior to placement on the agenda.

## **PROCEDURE FOR FINALIZING AGENDA**

Following the deadline for submission of agenda items, the County Auditor shall draft and submit a meeting agenda to the Board Chairperson for review. Following approval by the Board Chairperson, the County Auditor will post the agenda as required by the Agenda Posting Requirements.

## **TYPES OF BOARD MEETINGS**

### ***Regular Meetings***

These meetings are held on Monday of each week and generally start at 9:00 a.m. If any given month contains five (5) Mondays, a meeting may not be held on the fifth Monday. If a county-observed holiday falls on a Monday, the regular meeting will be held on Tuesday. The following county business shall be conducted at a regular meeting:

- Public Hearings
- County Business Requesting Action
- Status Reports from Appointees on Outstanding Agenda Items

### *Special Meetings*

The Board may periodically hold special meetings. The following county business shall be conducted at a special meeting:

- Budget Sessions
- Union Negotiations
- Emergency Action on Requested Action

### **PUBLIC COMMENTS DURING MEETINGS**

The “Public Comments” section of an agenda is an opportunity to address items not on the agenda. An individual may speak on only one (1) issue per meeting for a maximum of three (3) minutes. Official action cannot be taken by the Board at that time but the Board may place the item on a future agenda or refer it to the appropriate department. Speakers should keep items germane and refrain from personal or slanderous remarks.

The public may address any item on the agenda after recognition by the Chairperson. Please provide your name, address, and group affiliation (if appropriate). You may speak one (1) time for a maximum of three (3) minutes.

Adopted September 4, 2018