

Title V - Administration and Legislation

SECTION 100 - BOARD OF SUPERVISORS' AGENDA PROCEDURES

The preparation of the agenda and agenda packet for meetings of the Board of Supervisors is divided into two major parts: preparation and review of agenda items and documents submitted for inclusion on the agenda, and assembly and production of the printed agenda and agenda packets. The submission and review process are conducted by the County Administrative Officer in accordance with County procedures and is subject to the requirements of the Brown Act. The second part, preparation and publication of the agenda and related materials is the responsibility of the Clerk of the Board and Information Services and is discussed in Section 107 of these procedures.

The County of Santa Cruz uses an electronic Agenda Management System for the collection of agenda items, preparation of the agenda packet and publication of the agenda materials for the public's use.

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