

105 - Agenda Committee Procedures

The Agenda Committee is comprised of the County Administrative Officer, the Chairperson of the Board, County Counsel and the Chief Deputy Clerk of the Board. The Agenda Committee meets at 11:30 A.M. on Wednesday six days prior to the Board meeting to review submitted items. Agenda Committee meetings may be scheduled at other times if necessary.

The Agenda Committee may add, delete, or modify items on the draft agenda and the Chairperson has the final authority as to the placement of items on the agenda. However, neither the Chairperson nor the Agenda Committee may exclude from the agenda any item placed on the agenda by a member of the Board of Supervisors if the item is timely submitted and conforms to the requirements contained in the Procedures Manual. The Clerk will revise the agenda and produce a final document consistent with the decisions of the Agenda Committee.

The Agenda Committee will decide whether an item should be placed on the Consent Agenda or the Regular Agenda. The Consent Agenda will include items which can practically and legally be decided without discussion on the basis of the written material. All other items will be placed on the Regular Agenda.

[<< Return to Title V section of Procedures Manual](#)