

## **106 - Late Submission/Addendums and Late Items Procedures**

Late Materials are attachments which were not included as part of the agenda item prior to publication of the agenda. They may be added as additional materials by no later than 4:00 pm on the Monday before the Board meeting following the instruction in Section 111. Additional materials must be included in the revision sheet.

Addenda. An addendum is an agenda item that was not included in the published agenda. The deadline for an addenda item to be added to the agenda is 2:00 p.m. Friday to enable posting by 5:00 p.m. Friday. The department must have the approval of the County Administrative Officer in order to add an addendum to the agenda.

Late Items. A late item is an item received after 5 p.m. the Friday before the Board meeting and not listed on the printed agenda. It is subject to the restrictions of the Brown Act and requires special Board action. The procedure is as follows:

- 1) Create an agenda item in the AMS and submit and send through workflow Review.
- 2) Inform your CAO analyst and the Clerk of the Board of the need to add a late item and of the AMS item number.
- 3) The CAO analyst selects the "Add a late item" form from the agenda management system
- 4) The CAO analysts fill out the late item form with the Brown Act requirements.
- 5) The CAO analyst submits the form online and must include the CAO in the workflow for approval
- 6) The Clerk of the Board will add the item to the agenda after all approvals have been met.

It is the department's responsibility to ensure the late item is on the agenda by following through with the analyst and the Clerk of the Board.