

107 - AGENDA PUBLICATION PROCEDURES

The Clerk of the Board is responsible for assembling the agenda and agenda packet in advance of the Board meeting.

The Clerk of the Board will publish the agenda, agenda packet and packet materials by 2:00 p.m. on Thursday before the Board meeting. Printed agendas will be posted by Clerk of the Board immediately after publication in compliance with the Brown Act. All agenda materials for inclusion in the packet should be formatted to fit standard letter size paper. The Clerk of the Board may reject documents or may request new versions from departments.

All agenda packet documents will be converted to pdf during the generation process by the Clerk of the Board and will include in the upper right-hand corner the agenda item number and the packet page number in sequential order in the lower corner Page numbers will not be reserved for late submission documents.