

## **108 - Advance Agenda material**

Occasionally, it is necessary to forward material (EIR's, studies, lengthy reports, etc.) to the Board members in advance of the agenda publication to the public. All such material related to a future agenda shall be submitted to the Clerk of the Board for distribution either in hard copy or via an electronic web link. When a hard copy is appropriate, a minimum of eight copies shall be submitted (five for the Board of Supervisors, one for County Counsel, one for the County Administrative officer and one for the Clerk of the Board). This advance material shall be accompanied by a letter or memo summarizing the agenda item and date of requested presentation.

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