

111 - Additions or Revisions to Agenda Items

Additional materials and/or revisions must be submitted to the Clerk of the Board through the Agenda Management support email (agndamgmtsupport@santacruzcounty.us) and the initiating department must also notify the CAO Analyst. These materials must have been approved by the County Administrative Office before the Clerk of the Board's office includes them as additional materials. It is the responsibility of the originating Department to ensure prior approval by CAO.

All revisions to agenda items must include a version with strikeout for deletions and underlining or redlining for additions to ensure that the Board and the public are able to easily locate the changes made to an agenda item.

All additional materials must be received by Clerk of the Board by 5:00 pm on the Monday before the Board meeting. If you cannot comply with this deadline, you may address the Board and submit 10 printed copies of your materials to the Board Clerk during the Board's consideration of additions and deletions to the Consent Agenda prior and to taking final action. This process also applies to additions and deletions to the Regular Agenda.

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<http://countyintranet.co.santa-cruz.ca.us/PolAndProc/ProceduresManual/PM5111.htm>[2/23/2015 5:37:45 PM]