

116 - Suggested Wordings for Recommended Action

The "Formal Title" field of a document in the Agenda Management System shall include the exact wording as it should appear on the agenda.

Consent Agenda. The proper form is a brief statement phrased as an action to be taken by the Board beginning with "Authorize", "Approve", "Adopt", or "Accept" and ending with "as recommended by....." Each resolution, transfer of funds, position request and any specific action, must be mentioned.

Regular Agenda. The proper form is a brief statement beginning with "Consider", "Discuss", or "Public Hearing". and ending with "as outlined in the memorandum from Be sure to attach all items submitted for consideration named as resolutions, ordinances, letters and contracts. These will automatically populate as a list of attachments on the Board item memo.

Regular Agenda - Planning Appeal Hearing Items. The following format will be used for public hearings:

Public Hearing ...(Project description of two or more sentences including a statement of the proposal and action required.)

Name of Applicant Area

Application No.(s) District

APN Planner:

Address

Attachments

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

<http://countyintranet.co.santa-cruz.ca.us/PolAndProc/ProceduresManual/PM5116.htm>[2/23/2015 5:40:19 PM]