

### **117 - Materials Submitted to the Board by Members of the Public/Public Agencies/County Commissions and Committees**

The public must submit requests for items to be included on the Board's Agenda either to the Supervisor of the District involved or to the Chairperson of the Board of Supervisors. County Commissions and Committees must submit requests for agenda items to the Chairperson of the Board. Placement of such items on the Board's Agenda is at the Supervisor's or Chairperson's discretion. Such items must be submitted in writing, include a complete subject description, and include the specific action requested of the Board of Supervisors. If such items do not require specific Board action, the Chairperson of the Board, or any individual Supervisor, may choose to have items included on the Board's Written Correspondence listing.

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