



ADMINISTRATIVE PROCEDURES

Procedure Number: 4-1
Effective Date: 07/01/1998
Revision Date: 04/10/2009

County Administrator: 

SUBJECT: Board of Supervisors Agenda/Addendum Procedure

DEPARTMENT RESPONSIBLE: All County Departments

I. STATEMENT

To provide the general public and the Board of Supervisors with complete background material(s) and assure uniformity in the submission/placement of agenda/addendum items for Board of Supervisors' Meetings in compliance with the provisions of the Board of Supervisors' Policy, C 2.5.

II. AGENDA PROCEDURE

A. Deadlines

1. The requesting department shall always follow the approved Board of Supervisors' Meeting and Agenda Material Submission Schedule for placement of items on a regular meeting. Routine matters of business or items requiring Board action should not be scheduled for meetings designated as a study session.
2. All agenda items must be submitted to the Clerk of the Board's Office no later than Wednesday, 5:00 p.m., thirteen (13) calendar days from the scheduled meeting date.

B. Submission Requirements

1. Agenda submissions should contain one (1) original Board of Supervisors Agenda Item Summary (Attachment A) and one (1) original document.
2. All submissions are to be filed electronically as a Portable Document Format file (.pdf) and submitted via email to COB_Mail@pima.gov. Other specific electronic filing criteria may be established for certain departments at the request of the Clerk of the Board.
3. Document preparation and filing requirements for ordinances and resolutions should adhere to the guidelines established in the procedures for *Drafting Pima County Ordinances and Resolutions Manual*. This manual is available on the Clerk of the Board website.
4. If applicable, a copy of the public hearing notice should accompany the original agenda submission.
5. The Clerk of the Board reserves the right to return incomplete/inaccurate agenda items to the submitting department.

C. Posting of the Agenda

The agenda is posted at the official posting locations in the Pima County Administration Building and at the link provided on the Pima County Homepage on Wednesday, six (6) days prior to the Board of Supervisors' Meeting. Should a holiday occur, the posting will automatically move back one day. All supporting documents filed with the Clerk of the Board prior to the meeting, will be linked to the electronic agenda item.

III. ADDENDUM

A. Deadline

All addendum items must be submitted to the Clerk of the Board's Office by Thursday, 5:00 p.m., five (5) calendar days prior to the Board Meeting. Should a holiday occur, the schedule will automatically move back one day.

B. Submission Requirements

1. All addendum items submitted by County Departments shall have the County Administrator's signed approval prior to submitting to the Clerk of the Board.
2. Addendum items submitted after the Thursday, 5:00 p.m. deadline, will require approval and signature by three (3) Board of Supervisors prior to submitting to the Clerk of the Board for placement on an addendum.
3. The submission must contain one (1) original Board of Supervisors Agenda Item Summary, and one (1) original document.
4. All submissions are to be filed electronically as a Portable Document Format file (.pdf) and submitted via email to COB_Mail@pima.gov. Other specific electronic filing criteria may be established for certain departments at the request of the Clerk of the Board.
5. The Clerk of the Board reserves the right to return incomplete/inaccurate addendum items to the submitting department.

C. Posting of the Addendum

The addendum is posted at the official posting locations in the Pima County Administration Building and the link provided on the Pima County Homepage on Friday, four (4) days prior to the Board of Supervisors' Meeting. Should a holiday occur, the posting will automatically move back one day. All supporting documents filed with the Clerk of the Board prior to the meeting, will be linked to the electronic addendum item.

ATTACHMENT A

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: _____

ITEM SUMMARY, JUSTIFICATION and/or SPECIAL CONSIDERATIONS:

CONTRACT NUMBER (If applicable): _____

STAFF RECOMMENDATION(S):

COB Use Only BOS Mtg Date: _____

Item No. _____

PIMA COUNTY COST: \$ _____ and/or
REVENUE TO PIMA COUNTY: \$ _____

FUNDING SOURCE(S): _____
(i.e. General Fund, State Grant Fund, Federal Fund, Stadium Dist. Fund, etc.)

ADVERTISED PUBLIC HEARING: YES NO
(NOTICE ATTACHED)

SUPERVISORSIAL DISTRICT: 1 2 3 4 5 All

IMPACT:

IF APPROVED:

IF DENIED:

DEPARTMENT NAME: _____

CONTACT PERSON: _____ TELEPHONE NO.: _____
