

Clarification of Deadline for Agenda Items

6A. INTRODUCTION: Any proposed resolution may be introduced only by a member of the Board, and the Clerk or Chairman shall not receive or file any resolution that is not reduced to writing by the sponsor(s) of the resolution. All resolutions shall be typed. The resolution shall have a line for the Commission Chairman to certify the action, a line for the County Clerk to attest, and a line for the County Mayor to approve or veto the resolution. All resolutions must have all necessary supporting documentation attached prior to inclusion in the agenda for the meeting in which the proposed resolution is to be considered. Resolutions conforming to the above form shall be submitted by email or by paper copy to the Clerk or the Clerk's designated Deputy Clerk at least on or before the date that is five (5) working days one calendar week prior to the date of the meeting (for example, for a Tuesday meeting's agenda, the Resolution must be submitted before the close of business on the Tuesday one week prior). If that date falls on a legal holiday, the deadline shall be the preceding working day. If there is a legitimate reason that a resolution cannot be submitted to the Clerk by the specified deadline, the Chairman by written notice (or the membership by a two-thirds vote in the affirmative) may allow the introduction of the resolution, provided that the sponsor of the resolution submits a written statement to the Chairman explaining the legitimate reason for missing the deadline and requesting its inclusion on the agenda. After receipt of the written resolution, the Clerk shall assign a number to the resolution for identification purposes. Resolutions to be considered at the regularly scheduled monthly meeting of the Board shall be first submitted to and considered by the Commission Workshop at the monthly meeting of the Commission Workshop preceding the regular monthly meeting of the Board. However, a resolution may be considered directly by the Board of Commissioners without submission to the Commission Workshop upon an approval of 2/3 of the members of the Board of Commissioners.