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The agenda for regular meetings of the Board of Supervisors will be prepared according to the following format:

- A. Call to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. Approval of Minutes.
- D. Public Input and Non-Agenda Items for discussion only or future scheduling.
- E. Business Consent shall include non-controversial items for which further discussion may not be required. Some examples of non-controversial items are:
 1. Contracts with the State and Federal government that are renewed annually and that have no substantial changes.
 2. Requests for increased purchasing authority when the original contract has been approved by the Board and the request is within budget authority.
 3. Proclamations and resolutions that will not be presented at the Board meeting.
 4. Letters for ratification that meet the policy of additional information on a subject on which the Board has taken action.
 5. Items that are considered "information only" and that will not be forwarded to a department for action.
 6. Items that request approval to go out for formal bid. Bid awards should not be in Business Consent.
 7. Items for approval where the funding source has dictated the method of purchase.
 8. Amendments to approved contracts that do not substantially change the contract.
- F. Business Appointments shall include public hearings and appearances before the Board by any individual or group at a specified time. The agenda shall indicate the time of any study session scheduled to be held in conjunction with a regular meeting.
- G. Business-No Appointments shall include all items which will require formal Board action for which an appointment has not been set. Any Board Member can request that any item on the Consent Agenda be pulled for discussion and action.
- H. Legislation shall be listed on an as needed basis, and shall include necessary information for the Board to make an informed decision.
- I. Boards, Commissions, Committees and Special Districts (BCCD's) shall include resignations, appointments/reappointments and vacancies of those BCCD's in which the Board is the appointing authority.

J. All Correspondence received by the Board of Supervisors that will not require formal Board action will be placed in a reading file in the Board Office. Any Board member or department head may place an item of correspondence on the agenda.

K. Reports and Notices shall include all items of information which will not require formal board action.

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