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- A. All items to be placed on the agenda shall be presented to the Clerk of the Board not later than 5:00 p.m. on the Tuesday preceding the regular meeting for which the agenda is prepared.
- B. Items that require review and approval for personnel, legal, and/or financial matters shall be submitted to the appropriate department head prior to being submitted to the Clerk of the Board. Timelines for such matters are as follows:
1. Personnel related matters shall be submitted to the Personnel Director by 12 noon on the Friday preceding the Tuesday agenda deadline;
 2. Legal related matters, such as Resolutions, Ordinances, and applicable contracts shall be submitted to County Counsel by 4:00 p.m. on the Friday preceding the Tuesday agenda deadline;
 3. Financial/funding related matters shall be submitted to the Director of Finance by 12 noon on Tuesday, same day as of agenda deadline
- C. If that Tuesday is a legal holiday, all items to be placed on the agenda shall be presented to the Clerk of the Board not later than 5:00 p.m. on the preceding Monday.
- D. Items not received by the above stated applicable deadline, will be held for the next available agenda.
- E. The Clerk of the Board shall prepare a summary of each item on the agenda in sufficient detail to give the members of the Board of Supervisors a general understanding of the nature of the matter to be considered. Items of a similar or related nature shall be grouped on the agenda.
- F. Not later than 5:00 P.M., on the Friday preceding the meeting concerned, the Clerk of the Board shall prepare an agenda and provide a copy thereof to each member of the Board of Supervisors and to all local news media. In addition, one copy shall be posted on the Courthouse bulletin board. In the event that Friday is a legal holiday, the Clerk of the Board shall provide and post copies of the agenda not later than 5:00 P.M., on Thursday.

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