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In submitting items for the agenda, the following requirements should be noted:

- A. The original and eight (8) copies of all items and any backup information such as a letter, resolution, proposal, ordinance or any other informational material shall be furnished to the Clerk of the Board by the agenda scheduling deadline.
- B. All contracts or agreements, ordinances and Resolutions shall be reviewed and approved as to form by County Counsel before submission to the Clerk of the Board for placement on the agenda. The department responsible for the item shall obtain such review and approval. If a contract has not received such approval, the Department Head shall state in writing the reason for such failure. Unless specifically requested by the Board or Department Head, such review and approval need not be obtained for State of California Form Standard Agreements.
- C. All Personnel related items are to be submitted to the Personnel Department for review and recommendation prior to scheduling on the Board's agenda. These include, but are not limited to, the following:
1. Requests for new positions;
 2. Requests for classification studies;
 3. Advanced step hiring appointments beyond Step C; and
 4. Exceptions to the standard employment practices.

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