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When a member of the public, a County Board, Commission, Committee, District or other private, public or governmental entity requests to place a matter on the Board agenda, the procedure is as follows:

- A. The item and all backup documentation shall be referred by the Clerk of the Board to the appropriate department, whereby that department will act as the contact for the person requesting the matter be placed on the agenda; and
- B. The department head shall review, evaluate and address the issue administratively, either through administrative action within the department or by presentation to the Board of Supervisors; and
- C. If deemed appropriate by the department head to which the item was referred, staff shall prepare an Agenda Item Transmittal (AIT) and a staff report, which provides the following:
  1. The objective of the person;
  2. The ability of the county to accomplish the request or project;
  3. The cost to the county;
  4. The time estimated to accomplish the request or project;
  5. A discussion of whether the request or project will interfere with the timetable for completion of another county goal or objective; and
  6. A recommendation from the department to the Board of Supervisors.
- D. Every effort should be made by the department to present the matter to the Board for the next scheduled meeting date, or if necessary, a subsequent agenda; or
- E. In the event that further research or information is required, the department in which the matter was referred to shall present the matter to the Board within a time period not to exceed six weeks from the date in which the matter was referred.

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