



## Yankton County Commission Agenda Policy

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### **General**

Conducting an effective informed and productive County Commission meeting requires advanced notice of the agenda to the Commission, Department Heads, County Employees and the Public of the items of discussion. Informed discussion leads to sound decisions. The content of agenda discussion is also important for the effective use of time. Additionally the thoughts and concerns of the citizens of the county is important. It is important that everyone has an avenue to express their opinions. To achieve these goals the following actions will be implemented in the preparation of agendas.

### **Definitions**

**Regular Agenda** - Lists all routine and policy items to be considered, along with a brief description and recommendation for action to be taken by the Commission.

**Consent Agenda** - Lists items that may not require discussion but may require official signatures or actions. Consent items will have supporting material for review prior to the meeting and need to be adopted at the meeting.

**Public Agenda Items** - Any member of the public may request to place an item on the agenda for consideration of the County Commission.

**Off Agenda items** - Off agenda items are items which were not submitted in time for inclusion on the agenda but must be acted on by the County Commission. Requests for off agenda items will be highly discouraged.

**Open Agenda** - At the end of each County Commission agenda there will be a 10 minute "open agenda" item that will allow the public to address issues of importance to the county. The County Commission Chairman will have the authority to terminate this discussion if it is inappropriate or non-constructive.

**Procedures:** The County Auditor will be responsible for the preparation of all County Commission Meeting Agendas. A draft agenda will be prepared based on regular agenda items, consent agenda items, and public agenda item requests.



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Submission of requests for agenda items to be placed on the agenda will include the following information:

### **Agenda topic**

- Requested time and date
- Brief description of agenda topic
- Copies of support material, legal references etc.
- Recommendation for Commission action
- Name, address and phone number of topic presenter
- Expected number of additional attendees
- Specify if audio or visual equipment is needed

Agenda item requests may be submitted in writing or electronically but all required information must be attached with the request.

**Submission Deadline: 3:00pm on the Wednesday before scheduled meeting.**

The County Commission Chairman or his designee shall be responsible for reviewing agenda item requests and providing the approved agenda items to the Auditor by noon on Thursday of the week prior to the regular County Commission meeting.

If an agenda item request is denied to be placed on the agenda a copy of that request and the reason for denial will be placed in the electronic package of information provided for the meeting.

The final agenda will be distributed by the County Auditor in compliance with State law.