

## Meeting Policy

The following procedure is to be used for the submission of documents to the Board of County Commissioners by anyone wishing to conduct business at a commission meeting.

Documents must be submitted to the County Clerk's office by 12:00 p.m. Wednesday for a Friday meeting and by 12:00 p.m. Friday for a Tuesday meeting. Documents that are turned in late or are presented during a meeting may result in that item being moved to a later date.

All documents will be sent by the County Clerk to the County Commissioners and County Counselor for review and will be placed on the County website for review by the public along with an agenda for the upcoming meeting no later than two days prior to a commission meeting.

In the case of an emergency or to meet a deadline documents may be presented at a Commission meeting with the understanding that approval is not guaranteed.

This policy does not apply to routine business and when waived by the Board of County Commissioners.