



Cameron County
Commissioners' Court
Administrative Policies/ Procedures
Agenda Process
1996


Prepared for
Commissioners' Court 
by
County Judge Administrative Office

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Administrative Policies and Procedures: The Agenda Process

Title:	Agenda Process
Prepared by:	County Judge/Commissioners' Court Administrative Office
Reference:	Administrative Policy 100.1
Replaces:	Revised/or updated 1/21/97
Date Approved:	October 17, 1995- 1/21/97
Effective Date:	October 17, 1995-1/21/97

Purpose

To establish uniform policies and procedures for administrative review and final inclusion of items on the Cameron County Commissioners' Court Agenda.

The agenda is the decision-making process set by the Commissioners Court to take official action. Agenda items must be presented in ample time, in sufficient detail, and clarity of recommendations to give: a) public notice of the issue being presented for Court action and/or information, and b) the Court an opportunity to study the issue (s) before a public discussion takes place.

Policy

- 100.1.1 Commissioners Court regular meeting shall be held every Tuesday of each week at 4:00 P.M. beginning with the Executive Session unless otherwise notified. Workshop sessions or special meetings shall be held on Tuesdays at 9:00 a.m. or as scheduled. Additional meetings may be called at the discretion of the Commissioners' Court. Advance notice of meetings will be done via telephone or fax.
- 100.1.2 All approved work session items and background materials for Tuesday agendas shall be submitted to the Commissioners' Court Administrator's Office in final form no later than 5:00 p.m. on Wednesday, prior to the Tuesday work session meeting.
- 100.1.3 All final agenda items requests for Commissioners Court must be submitted to the County Judge/Commissioners Court Administrator's Office for preliminary placement on the agenda no later than Wednesday 5:00 pm , five working days prior to the desired Commissioners' Court date.

The agenda item must be reviewed by the County Auditor's Office (Budget Officer), the Commissioners Court Legal Counsel if item is a contract, interlocal

agreement, or concerns a legal matter, and if applicable, the Personnel Department if the item requests a new position, increase in salary, or any thing related to personnel matters.

- 100.1.5 All items shall be reviewed for budget, legal, or personnel purposes prior to submitting the agenda item request form to the County Judge Office for final approval and placement on the agenda.
- 100.1.6 **Agenda items not received on a timely basis or submitted incomplete will be processed and considered for the next formal agenda.**
- 100.1.7 All agenda requests must be accompanied by appropriate back-up information. The original(s) plus ten (10) copies must be submitted to the Agenda Coordinator.
- 100.1.8 The Agenda will be posted in a place readily accessible to the general public at all times for at least 72 hours preceding the scheduled time of the Commissioners Court meeting as prescribed by the Texas Open Meetings Act.

Legal References

Texas Open Meetings Act, Vernon's Ann. Civil Statues, Article 6252-17 (Supp. 1990).

Definitions

Agenda Coordinator: Individual directly responsible for overseeing the Court's agenda process by receiving and reviewing all agenda items, preparing the agenda in the proper format and assembling the agenda packets for distribution to Commissioners, and all other appropriate parties. The Agenda Coordinator or anyone else assigned will notify each member of the Commissioners court in a timely manner of meetings applicable other than the regularly scheduled Tuesday meetings.

Addendum: Emergency items, corrections, or supplements posted after the 72 hour deadline of the agenda has commenced.

Emergency Item: Emergency items are limited to those regarding issues that pose an imminent threat to the public health and safety or are reasonably unforeseeable situations requiring immediate action by the Commissioners Court. Emergency items must be reviewed by the Commissioners' Court Legal Counsel. An Emergency Meeting can be posted two hours prior to a scheduled meeting.

Responsibility

The County Judge/Commissioners' Court Administrative Office will be responsible for administering the agenda process which includes notifying County Commissioners and other members in a timely manner of the Commissioners Court regular meetings and any other pertinent meetings, receipt of all requests for agenda items, organization of items on the agenda, distribution of the agenda packets of information and the proper posting of the agenda. This office will be responsible for scheduling all presentations that are requested by outside agencies and/or individuals that wish to be heard or recognized by the Court. An Agenda Request for Special Presentation form shall be used to request a Resolution, Proclamation, or audio/visual presentation (see Exhibit B). All presentations must be sponsored by the County Judge's Office or a Commissioner's Office prior to submission on the Agenda.

Procedures:

Requesting an Agenda Item- Two weeks prior to Court Consideration

1. To request an item to be placed on the agenda, an Agenda Coordination Form (Exhibit A) shall be filled out. A separate Coordination Form per agenda item is required.
2. A copy of the original Coordination Form(s) must be delivered to the Agenda Coordinator on Wednesday at 5:00 p.m., ten working days prior to the desired Tuesday Commissioners Court Meeting.
3. If the form is properly filled out, no other background material is required to be submitted at this time, until one week prior to the scheduled Commissioners' Court Meeting when a final completed agenda request packet is submitted on Wednesday at 5:00 pm.
4. The original form (s) and pertinent background will be maintained by the requesting department for the purpose of obtaining the necessary signatures and approval of the appropriate reviewing departments.

Final Agenda Packet - One Week Prior to Court Consideration

- One week prior to Court consideration, the department seeking Court action shall prepare a final agenda packet which shall consist of the following:
- **A completed, original Agenda Coordination Form (s) with all appropriate reviewing departments initials or checked mark.**
- **Appropriate back-up - All documents and relevant data required for Court action on the time i.e., original copies of signed contracts, grant applications, signed agreements, or other support materials, etc.**
- The required number of originals (not more than one, three if special circumstances exist and ten (10) copies of each item in the agenda packet. (Original plus 10 copies= 11 copies)
- The final agenda packet shall have all required documents signed by all necessary parties.

Agenda Coordination Forms

- For the regular meeting, an **Agenda Coordination Form (see Exhibit A)** shall be used. This form should contain all pertinent information, such as the desired action, appropriate background information, fiscal information and any other information required for review (see