

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 001-06

Eff. 1/3/12

AGENDA PROCEDURES

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The agenda procedure shall be as follows:

1. The agenda deadline is Tuesday at 5:00 p.m., seven days before each meeting.
2. Prepare a one or two-page memo or letter outlining your request, addressed to the Grand Forks County Board of Commissioners, and submit to the Director of Finance and Tax by the agenda deadline. It will be determined from the information you submit if an item is ready to be placed on the agenda. An agenda packet will be prepared for County Commissioners prior to each meeting, allowing them full opportunity to review each request and to ask questions prior to the commission meeting.
3. If you are asking the County Board of Commissioners to make a decision based on your supporting material, type "SUGGESTED MOTION" at the end of your memo or letter, and state the action you are requesting the County Commissioners to consider. If you are providing information only and not requesting action, please state that in your letter.
4. If you need to attach a lengthy document to your letter but don't think it is necessary to make copies for each County Commissioner, state in your letter that full documentation is available for their review in the Director of Finance and Tax's office.
5. Commission agendas may be amended for "unusual circumstances" as part of the motion to approve the order of the agency by a majority of the County Commissioners present. The portfolio commissioner should have responsibility for placing these items on the agenda.