

# **Agenda Management Policy**

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***Brazos County, Texas***

***Prepared By:  
Office of the County Judge  
Brazos County***

***Version 1.0  
3/16/2010***

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## **1.0 Purpose**

The Brazos County, Texas (the County) Commissioners Court (the Court) establishes the framework of rules and guidelines for the submission of agenda items for the Court's agenda, and the preparation of all Court posted agenda and meeting notices both with the current system and with the implementation of the electronic Agenda Management Program. This Policy ensures the satisfaction of legal obligations, statutory requirements, and operational needs for the preparation and posting of regular meeting agenda and all other posted meeting notices and agenda for the Brazos County Commissioners Court.

## **2.0 Scope**

This Policy and subsequent policies, procedures, and deadlines adopted under the Agenda Management Policy and in preparation for the implementation of the electronic Agenda Management Program apply to:

- All agenda items submitted for presentation, action or acknowledgement on a posted agenda of the Brazos County Commissioners Court;
- All elected officials, appointed officials, department heads, and their agent(s) who submit an item for the Court's approval, and/or request a posted Commissioners Court meeting other than a regular meeting;
- All outside agencies, governmental entities, and their agent(s) who submit an item for the Court's approval, and/or request a posted Commissioners Court meeting other than a regular meeting.

This Policy is established and maintained by the County Judge's Office and the Brazos County Commissioners Court, and supersedes all previous agenda management policies, procedures, or standards intended to apply to the subject matter of this Policy.

## **3.0 Roles and Responsibilities**

All references in this Policy designate both sexes, and wherever either gender is used, it shall be construed to include both female and male.

### **3.1 County Judge**

- The County Judge as the County's Chief Executive Officer, or his agent, is responsible for the following as they relate to the production and posting of Commissioners Court meeting notices and agenda:
- Oversees the content and production of all posted Commissioners Court meeting notices and agenda;
- Implements and enforces the deadlines for timely submission of items for the agenda, and auxiliary deadlines for review of agenda items by the appropriate office(s), if required, before an agenda item can be accepted for the agenda;

- Acknowledges the following deadlines currently in place by other offices for agenda items that must first be submitted to these offices and reviewed before they can be placed on the agenda; all specific deadlines are for the week prior to any scheduled Court date:

**Human Resources** (personnel action forms): Wednesday at 12:00 noon;

**Budget Office:** Wednesday at 5:00 p.m.;

**Treasurer’s Office** (payment authorizations): Thursday at 12:00 noon;

**Civil Division, County Attorney’s Office:** Depends on length and complexity of document. Departments with agenda items that require Civil Division’s review are strongly encouraged to work with Civil throughout the development of those documents;

**Agenda Deadline** (all agenda items): Thursday at 12:00 noon; and

- Reserves the right to remove an item from the agenda prior to posting if the supporting documentation cannot be made available to the Court by the agenda deadline, or if the Court is not prepared to consider it at that time.

### **3.2 County Commissioners**

- Any County Commissioner may submit an agenda item for placement on the Commissioners Court agenda. As a member of the Court, a Commissioner is responsible for the following as they relate to the production and posting of all Commissioners Court meeting notices and agenda:
- Enforces the deadlines outlined above for the appropriate review and timely submission of items for the agenda;
- Ensures that any agenda item they submit has been reviewed by the appropriate office(s), if such review is required, before submitting it for the agenda.

### **3.3 Assistant to the County Judge**

- The Assistant to the County Judge, as the County Judge’s agent, is responsible for the following as they relate to all posted Commissioners Court meeting notices and agenda:
- Prepares all official Commissioners Court meeting notices and agenda, and submits them to the County Clerk’s Office to be file stamped and posted on the outdoor public bulletin board of the Brazos County Courthouse a minimum of 72 hours prior to the meeting;
- Assembles packets of all agenda supporting documents for the County Judge (originals for his review prior to Court, and for his signature after approval in Court) and each Commissioner (copies for their review until implementation of the Agenda Management Program, after which they will review the agenda and supporting documents electronically with the option to print hard copies as needed);
- Posts all Commissioners Court meeting notices and agenda on the County’s website;
- Sends all Commissioners Court meeting notices and agenda by fax and by electronic mail to local media and government contacts;

- Distributes and mails copies of each approved agenda item to the appropriate office(s) after Court; and
- Prepares the Court's permanent file of all agenda items considered for each regular session of Commissioners Court for submission to the Executive Assistant to the Commissioners Court, and for her use in the preparation of minutes for that Court meeting.

### **3.4 Auxillary Review Departments**

- For purposes of the production and posting of Commissioners Court meeting notices and agenda, the auxillary review departments are those departments that are responsible for the review of certain types of agenda items specific to their area of expertise before the agenda item can be submitted for the agenda. Those departments are the following:

Human Resources

Civil Division, County Attorney's Office

Budget Office

Treasurer's Office

- Auxillary review departments must meet the same agenda deadline of Thursday at 12:00 noon for submission of agenda items that have cleared their internal review, and must submit their agenda item with all supporting documents in final format for the item to be placed on the following week's agenda.
- The Assistant to the County Judge may reschedule an item for a later agenda if the supporting documents in final format cannot be provided to the County Judge's Office by the agenda deadline of Thursday at 12:00 noon.

### **3.5 County Clerk**

- The County Clerk or her agent is responsible for the following as they relate to the production and posting of Commissioners Court meeting notices and agenda:
- Receives all Commissioners Court meeting notices and agenda from the County Judge's Office, file stamps them and posts them on the outdoor public bulletin board of the Brazos County courthouse a minimum of 72 hours prior to the meeting;
- Sends each meeting notice and agenda bearing the original file stamp to the County Judge's Office for the permanent agenda file.

### **4.0 Compliance and Training**

- The Commissioners Court agenda is considered closed at 12:00 noon on Thursday, after which the official agenda is prepared and posted; no further submissions for that agenda are accepted after that time. Anything submitted for the agenda after 12:00 noon on Thursday is automatically scheduled for a later Court date.

- Department Heads are responsible for insuring that his/her staff understands and works within the deadlines for the review and submission of agenda items, and what if any auxillary review(s) may be required prior to submission for the agenda.
- Failure to work within those deadlines on the department's part does not constitute an emergency for which an exception to this policy should be expected.
- Upon implementation of the Agenda Management Program, Department Heads are responsible for making sure their staff receives appropriate training so that they understand how to utilize that system when it becomes operational.
- Each County department is responsible for implementing this Policy and ensuring ongoing compliance with it, and any related procedures or guidelines issued by the County Judge's Office.

## **5.0 Policy Amendment**

- This Policy is subject to change and will be reviewed annually to determine changes in legal, regulatory, or operational requirements for management of Commissioners Court meeting notices and agenda in accordance with current statutory requirements.

## **6.0 Glossary**

The following definitions shall apply in the application of this Program.

"Agenda Item" shall mean any item with supporting documentation in final format submitted to the County Judge's Office or through the Agenda Management Program for consideration by the Brazos County Commissioners and presentation, action or acknowledgement in Court.

"Auxillary Review Department" shall mean those departments charged with the specialized review of specific types of agenda items before they can be submitted for the Commissioners Court agenda.


"Department Head" shall mean any officer who is in charge of a department of Brazos County that creates or receives records.


"Posted Meeting" shall mean any meeting notice and/or agenda submitted by the County Judge or his agent to the County Clerk's Office to be file stamped and posted on the outdoor bulletin board of the Brazos County Courthouse a minimum of 72 hours prior to the meeting and placed on the County's public website.

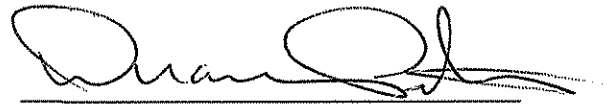
"Final Format" shall mean the latest, complete, and final version of a document that is ready for the County Judge's signature upon approval by the Commissioners Court and distribution to all involved parties.


"Agenda Management Program" shall mean the program produced for the County by Novusolutions for the electronic submission of agenda items and supporting documents.


PASSED AND APPROVED THIS 16 DAY OF March, 20 10.

  
Randy Sims  
County Judge

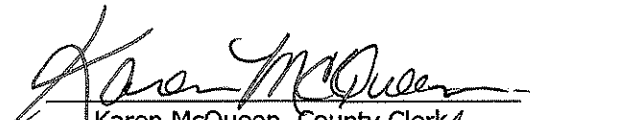
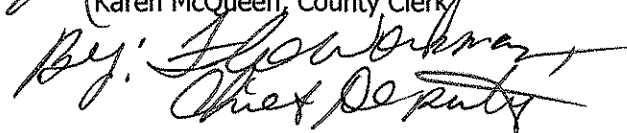
  
Commissioner Lloyd Wassermann  
Precinct 1

  
Commissioner Duane Peters  
Precinct 2

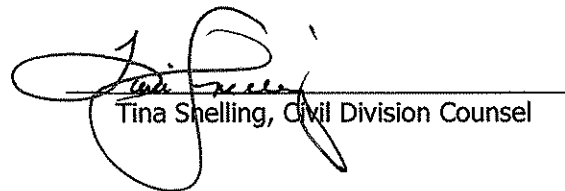
  
Commissioner Kenny Mallard  
Precinct 3

  
Commissioner Irma Cauley  
Precinct 4

**ATTEST:**

  
Karen McQueen, County Clerk  
By:   
Chief Deputy

**APPROVED AS TO FORM:**

  
Tina Shelling, Civil Division Counsel