
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 100.01
EFFECTIVE DATE: 04/01/93
LAST REVISED: 04/18/24
LAST REVIEWED: 04/10/24
AUTHORITY: BOCC
COUNTY MANAGER: JED
PAGE 1 OF 1

SUBJECT: COMMISSION AGENDA ITEMS

- I. PURPOSE:** To establish a process to prepare agendas prior to a meeting of the Board of County Commissioners.
- II. POLICY:** The County Manager, commissioners, elected officials, or county staff may submit items to the County Manager's Office to be placed on a future board agenda by the Chairperson of the Board in accordance with the Board of County Commissioners' adopted Board Norms and Procedures. In the absence of adopted Board Norms and Procedures, items may be submitted to the County Manager's Office to be placed on a future board agenda at the discretion of the Chairperson of the Board of County Commissioners in consultation with the Vice Chairperson and the County Manager.
- III. RESPONSIBILITY FOR REVIEW:** The County Manager is responsible for updating this policy and shall bring it to the Internal Review Committee for review as needed or at least once every five years.