



**COUNTY OF SAN BERNARDINO  
POLICY MANUAL**

No. 02-04

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By

EFFECTIVE 8/26/74

SUBJECT

BOARD MEETING AGENDAS

APPROVED

*NANCY E. SMITH*

CHAIRMAN, BOARD OF SUPERVISORS

**POLICY STATEMENT**

Board meeting agendas are prepared by the Chairman of the Board of Supervisors, the County Administrative Officer, and the Clerk of the Board of Supervisors.

To the maximum extent possible, items on the agenda are prepared to provide for a one-time hearing and final disposition.

**POLICY AMPLIFICATION**

Items are grouped on the agenda in the following order:

1. Recommended for Board Action Without Discussion.
2. Special Items for Board Action.
3. Scheduled Hearings for Board Action.

Copies of the agenda are distributed on the Thursday preceding the next meeting date.

The agenda distribution list is established by the Chairman of the Board of Supervisors. It is maintained by the Clerk of the Board of Supervisors.

When a private citizen wishes to place an item on the agenda, he is referred to the administrator of the agency having cognizance over the matter, or the member of the Board of supervisors of the respective district, for resolution.

If the matter cannot be settled at these levels, the person is requested to submit it in writing to the Clerk of the Board of Supervisors for placement on the agenda for hearing before the Board.

All County departments and certain governmental agencies receive copies of the agenda and Fair Statement without charge. Private companies or organizations and individuals may receive copies of the agenda and Fair Statement without charge if they will supply the Clerk of the Board with self-addressed stamped envelopes. Agendas are mailed to them so long as the supply of envelopes lasts. They are notified when the last envelope is used.