

## MARION COUNTY, KANSAS AGENDA POLICY

<b>Subject: <u>Guidelines and Requirements for preparation, administration, and distribution of agendas to be used during Marion County Commission meetings</u></b>	<b>Effective Date:</b> 6/27/2022
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The Board of County Commissioners of Marion County, Kansas desires to develop guidelines for the preparation and distribution of meeting agendas during its convened meetings. The Board of County Commissioners of Marion County, Kansas desires that such guidelines be fairly, consistently, and equitably administered and therefore adopt the following policy toward that end.

### **POLICY DEVELOPMENT PROCESS**

#### **A. BACKGROUND**

The Board of County Commissioners of Marion County, Kansas has the need to prepare and utilize meeting agendas, for and during its lawfully convened regular and special meetings. The Governing Board desires to establish guidelines and a uniform framework under which it may prepare, distribute, and administer such agendas to facilitate and conduct an orderly and efficient business meeting in furtherance of County Commission affairs. While desiring to encourage public input and a local government responsive to the needs and concerns of its citizenry, the Board also wishes to foster fair review of all topics properly to be considered by the Board, equitable access to county officials, and a uniform process for public comment. The Governing Board also wishes to insure an orderly administration of its meetings to accomplish County business and to promote thoroughness and efficiency in considering topics before the Board during any meeting of the Marion County Commission.

## B. PURPOSE

This policy is intended to establish specific guidelines and standards for preparation of a meeting agenda as well as addressing general guidelines for accepting public comment while dealing with each item so listed in the public meeting. It is the goal of this policy to insure uniformity and equity in the administration of any guidelines for usage as are adopted from time to time. This policy will also establish a consistent process for agenda preparation and distribution as well as public input and strive to insure appropriate discourse and decorum, while protecting the rights of all parties under applicable laws.

## C. POLICY

### **Policy Statement Overview**

***The following provisions are made and hereby approved as general guidelines for preparation, distribution, and administration of the agendas utilized at both regular and special meetings of the Marion County Commission. The same will serve as the basic controlling principles utilized in conducting orderly meetings of the Marion County Commission.***

Section 1. **Agenda.** Prior to each regular and special meeting, the County Commission will distribute an agenda to each member of the Board and it will be made available to the public at that time. If advance copies are requested, it shall be the responsibility of the County Clerk to distribute copies as requested where appropriate.

Section 2. **Setting Agenda.** The Board of the County Commission shall designate an individual to be in charge of setting the agenda. Absent designation to the contrary, the Chairman, in cooperation with the County Clerk shall prepare each agenda and the topics or items listed thereon.

Section 3. **Agenda Items.** Any Board member or staff member so approved and authorized by the County Commission may request to have an item placed on the agenda. Members of the public may not place an item on the agenda, but may have a Board member sponsor such an item.

Section 4. **Additions to Agenda.** Items may be added to or removed from the agenda at a regular meeting by motion approved by a majority of those Board members present and voting. No items may be added to the agenda of a special meeting.

Section 5. **Order of Business.** At the hour appointed for the meeting, the Chairman shall call the meeting to order. In the absence of the Chairman, the Vice Chairman of the Commission shall chair the meeting. Upon having a quorum present, the Board shall proceed to the order of business, take action, take no action, table, suspend or amend. By majority vote of the Board, the order of business may be amended to add or delete sections as appropriate, or maybe suspended in its entirety to consider other matters. Executive sessions may be held at any time in the order of business, which shall be conducted in the order set by the Board.

Section 6. **Administrative Agenda.** By majority vote of the Board, any item may be removed from the administrative agenda and considered as a separate agenda item for further discussion or input to be considered separately.

Section 7. **Comments.** Comments from the public may be invited and permitted at each regular County Commission meeting on any agenda item may, with the approval of the Board, be accepted during the course of the meeting. Allowance for any such commentary is discretionary and accepted only with Board approval. Comments from the public may be invited and permitted on each agenda item, before a final vote is taken on the agenda item.

Section 8. **Recognition to Speak; Time Limits.** Any person, other than members of the Board or recognized Marion County staff desiring to speak or present on any agenda topic, before the County Commission, shall first obtain recognition of the Chairman, or other Commissioner presiding, before speaking. Unless otherwise approved by a majority of the members of the County Commission present at a meeting, no person shall speak to the County Commission for more than three (3) minutes on any one topic unless granted additional time by the Chairman or other Commissioner presiding. The same person may address the County Commission for three (3) minutes each on more than one agenda topic. The Chairman, with the approval of the Board, reserves the right to limit the number of topics to be addressed by citizens in the interest of time at a given meeting. During the discussion of any agenda item, the Chairman or other Commissioner presiding at the meeting may, if necessity dictates, recognize any persons present at the meeting desiring to comment on that particular item. The Chairman, or other Commissioner presiding, may limit the time taken per person for such comments.

