

## **AGENDA POLICY**

(Revised April 7, 2008)

Questions or comments?

Call the County Manager's Office at (910) 798-7185

or contact Susan Wynn at [swynn@nhcgov.com](mailto:swynn@nhcgov.com)

### **1. Purpose of an Agenda Item**

The New Hanover County Board of Commissioners meets twice monthly. The agenda provides comprehensive information for the Commissioners to study and review before each meeting.

### **2. Agenda Process**

The following timetable and guidelines should be followed when submitting an agenda item.

Nine (9) working days prior to the meeting, complete agenda items are due in the County Manager's Office at noon. This includes the agenda item and all relevant backup materials. Agenda items are routed for approval.

When approvals are received, the item is placed on the agenda with corresponding backup materials which may include budget amendments, resolutions, maps, correspondence, reports, etc. Note: budget amendment requests are to be submitted to the Budget Department by the agenda deadline.

Staff prepares a draft agenda for review by the County Manager, Assistant County Managers and Clerk to the Board. Staff edits the document as directed and publishes the document.

Printed agenda packets are distributed to the Board of Commissioners and staff the Tuesday prior to the meeting. The agenda is posted to the Commissioners' website the Wednesday prior to the meeting.

Commissioners review the agenda at their staff meeting held at 4:00 p.m. in conference room 601 at the New Hanover County Government Center the Thursday prior to the meeting.

Commissioners' action is recorded during the meeting and the agenda document is archived with actions on the website.

### **3. Deadline for Submittal of an Agenda Item**

Agenda items are due in the County Manager's Office by 12:00 noon nine (9) working days prior to the meeting. Exceptions may occur due to holidays and/or

special events. A schedule is furnished to all departments by the County Manager's Office.

4. Attachments

Backup documents which are not attached to the agenda item should be sent to the County Manager's Office with a copy of the item by the agenda deadline.

Contracts, change orders and agreements must be sent to the County Attorney's Office. Upon approval, the County Attorney's Office will route for signatures.

Contracts should include:

- Terms

- Number of years/months covered

- Contract amount

- Unusual stipulations

- Funding sources (percentage from State, Federal or County funds  
and from what account)

When a budget amendment is required, it must be submitted to the Budget Department by the agenda deadline. If an item requires additional funding, a budget amendment must be submitted. (see Budget Amendment Policy)

Grant application originals should be sent to the Grants Coordinator in the Finance Department.