

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: FEBRUARY 20, 2008

Division: TDC

Bulk Item: Yes  No

Department: \_\_\_\_\_

Staff Contact Person/Phone #: Maxine Pacini  
296-1552

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**AGENDA ITEM WORDING:**

Approval of amendment of TDC Policies & Procedures (Section II of the Operations Manual) regarding the procedure for formulating the agenda for TDC meetings.

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**ITEM BACKGROUND:**

The amendment would relate to who can place items on the agenda; what the deadline is for Add on Agenda items (with backup materials); and what vote is required to make a change to the agenda at the meeting.

TDC approved same at their meeting of January 29, 2008

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**PREVIOUS RELEVANT BOCC ACTION:**

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**CONTRACT/AGREEMENT CHANGES:**

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**STAFF RECOMMENDATIONS:**

Approval

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**TOTAL COST:** \_\_\_\_\_ \$

**BUDGETED:** Yes  No

**COST TO COUNTY:** \_\_\_\_\_ \$

**SOURCE OF FUNDS:** TDC

**REVENUE PRODUCING:** Yes  No  **AMOUNT PER MONTH** \_\_\_\_\_ **Year** \_\_\_\_\_

**APPROVED BY:** County Atty  OMB/Purchasing N/A Risk Management N/A

**DOCUMENTATION:** Included  Not Required \_\_\_\_\_

**DISPOSITION:** \_\_\_\_\_

**AGENDA ITEM #** \_\_\_\_\_

**Proposed Amendments to TDC Standing Rules and Policies & Procedures**  
**(Section II, Operations Manual)**

(Additions are shown with underline, deletions are shown with ~~strikethrough~~)

1. Revise Item 5 under Responsibilities of Chairperson (Section II, Page 4, Operations Manual) to read as follows:

5. ~~Reviews and approves meeting~~ agendas prior to packet distribution.

2. Revise Meeting Agenda under TDC Policies & Procedures (Section II, Page 5, Operations Manual) to read as follows:

**MEETING AGENDA:** Deadline for TDC meetings is twelve (12) noon Friday, two (2) weeks prior to the meeting. Packets will be ~~mailed-distributed~~ by the Wednesday following.

The agenda for each TDC meeting shall be compiled by the administrative office based on submissions from TDC members, administrative staff, legal counsel, and District Advisory Committees.. The TDC chairperson will review the agenda.

~~After the packet has been mailed, no further add on items will be presented to the TDC, when called for on the morning of the meeting. It will take the unanimous vote of the TDC for such add-ons to be placed on the agenda.~~

Deadline for add on agenda items is twelve (12) noon Thursday, prior to the meeting. ~~Packets will be mailed~~ Add on agenda items will be distributed on the Friday prior to the meeting. The person submitting the item has the responsibility to supply the additional back-up required to the TDC administrative office in time to meet the deadline for add-on agenda items.

~~The Chairperson will approve the agenda items.~~ The TDC shall approve the agenda at the commencement of business of the meeting and before any action items are heard. Changes to the agenda may be made by appropriate motion, second, and super-majority vote when it becomes apparent that a change to the agenda is necessary or has such importance that the item should not be delayed until the next meeting. However, items added to the agenda on the day of the meeting shall be for discussion purposes only rather than for formal action.