

HINDS COUNTY BOARD OF SUPERVISORS

Policy and Procedures for Board Meeting Agenda

The Board of Supervisors encourages the public to attend and be a part of how the Hinds County Board of Supervisors makes its decisions. It is the goal of the Hinds County Board of Supervisors to conduct business in an orderly, productive and timely manner. Therefore, the Board of Supervisors has adopted a policy and procedures for placement of agenda items for all meetings to be adhered to by board members, county officials, staff, and those requesting to be placed on the agenda.

AGENDA POSTING REQUIREMENTS

All meetings are required by state statute to be posted five (5) days prior to the scheduled meeting date. The meeting agenda shall be posted in the Chancery Court and Circuit Court Buildings in Jackson, MS. Copies of the agenda shall be available to the public in the County Administrator's Office and on the County's website.

PROCEDURES FOR REQUESTS TO BE PLACED ON AGENDA

Agenda items are to be submitted to the County Administrator's Office no later than 10 days prior to the scheduled board meeting. This allows for review and research, if necessary, and facilitates for a meaningful discussion and appropriate action. Items submitted less than 10 days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Requests for placement on any board meeting agenda must be in writing to the County Administrator's Office. The written request must include the following information:

1. identification of the requestor, contact information, and speaker(s) on the subject matter,
2. a detailed description of the subject matter,
3. the requested meeting date, and
4. ten (10) copies of all supporting documentation/material(s) related to the request (for non-departmental requestors only). Requests from county

departments are strongly encouraged to submit supporting documentation/material(s) electronically. All requests should contain sufficient information. If assistance is needed, the County Administrator should be contacted.

The County Administrator and Board Attorney, in consultation with the Board President, will determine whether all required information have been submitted for the board's consideration for the requested action. When appropriate, the request will be placed on the agenda for action. The requestor will be contacted by the County Administrator as to when the item will be placed on the agenda.

The Board recognizes that there are instances where some county business or agenda items may not meet the agenda placement requirements; however, may find the matter necessary to be placed on the agenda and acted upon. In such cases, the Board president or three members of the Board of Supervisors shall approve agenda items that are submitted after the deadline requirements.

PROCEDURES FOR FINALIZING AGENDA

The below steps shall be followed in finalizing the meeting agenda.

1. Upon receipt of the requested agenda items, the County Administrator will draft the meeting agenda.
2. Once the drafted agenda is completed, the County Administrator will submit it to the Board Attorney for legal review and verification of the necessary materials/documents. Any revisions will be given to the County Administrator.
3. The County Administrator will revise the drafted agenda, if necessary, for the Board President's review.
4. After approval of the Board President, the County Administrator will post the signed agenda as required.

TYPES OF BOARD MEETINGS

Presentation Meetings

Board members will have the opportunity to conduct presentations to the members of the public that are not of state or national recognized accomplishments. A presentation meeting will be held at 8:30 a.m. prior to the scheduled Regular meeting. No actions by the board will be taken during the presentation meeting; therefore, a quorum is not required.

Regular Meetings

The first month meeting is held on the first Monday of every month (Regular Meeting).

The following county business shall be conducted at the Regular meeting:

- Awards/Presentations/Resolutions (State and National Recognition/Accomplishments)
- Announcement/Acknowledgement of Presentations given at the 8:30 a.m. Meeting
- Public Hearings
- County Business Requesting Action
- Status Reports from Appointees on Outstanding Agenda Items

Special Meetings

The second monthly meeting is held on the third Monday of every month (Special Meeting). *The Board of Supervisor can only address those items on the agenda.*

The following county business shall be conducted at the Special meeting:

- Awards /Presentations/Resolutions (State and National Recognition/Accomplishments)
- Public Hearings
- County Business Requesting Action

Informational Work Session Meetings

The Work Session meetings are held on the second Thursday of every month. These meetings allow businesses and individuals the opportunity to express their views on County business in an open forum and conduct business in a more in-depth fashion. This additional meeting time will also allow the Board members ample time to discuss and review County business and issues prior to voting in the regularly scheduled meetings.

The following county business shall be conducted at the Informational Work Session meeting:

- Project Status Reports
- Presentations/Acknowledgements/Recognitions
- Open Forum Discussions