



BALDWIN COUNTY COMMISSION

POLICY #2.1	
Subject	Submission of Agenda Items and Procedures for County Commission Meetings
Date Adopted	March 18, 2025
Agenda Item	CA1
Obsolete Versions	<p>All policies regarding this subject prior to the date adopted on this document. This policy combines previous Baldwin County Commission Policies #2.1, #2.2, and #2.4.</p> <p><i>Original adoption/previous revisions:</i></p> <ul style="list-style-type: none"> •Policy 2.1 – Agenda Items: 03/16/2010, Minutes Pg. 10-11; 02/19/2008, Minutes Pg. 26; 09/18/2001, Minutes Bk. 28, Pg. 86 •Policy 2.2 – Commission Recording: 02/19/2008, Minutes Pg. 26; 12/01/1992, Minutes Bk. 12, Pg. 334 •Policy 2.4 – Consent Agenda: 02/19/2008, Minutes Pg. 26; 11/16/1993, Minutes Bk. 14, Pg. 71-72

POLICY STATEMENT

This policy encompasses procedures for placing items on the formal County Commission meeting agenda, setting of the Consent Agenda, and meeting proceedings. This policy ensures efficient meeting preparation and procedures, accurate documentation, and systematic agenda management within the County Commission framework.

A. AGENDA ITEM SUBMITTAL FOR COUNTY COMMISSION MEETINGS

Department Heads are to determine which staff members are responsible for submitting agenda items for each department. Action items for the Commission’s consideration are submitted using the County Commission’s agenda management system. The Administration Department manages the user accounts for the agenda management system and assigns the appropriate permissions for users as requested by the Department Head for their respective departments.

Agenda submission deadlines are set by the Administration Department in coordination with the County Administrator and Chairman. Deadlines are subject to change due to holidays or other events warranting schedule changes.

Recommendations for action presented by staff to the County Commission should be clear and concise, providing the information and supporting documentation necessary for the Commission to make an informed

decision. Staff's recommendation listed in the agenda item will become the action the Commission is requested to take and vote upon during the meeting; however, the recommendation can be modified by the Commission at its discretion when action is taken.

Department Heads are responsible for the coordination of any necessary legal review prior to placing items on the agenda.

All action items on the agenda are to be voted on during the meeting, unless an item is removed from the agenda by the Chairman.

B. CONSENT AGENDA PROCEDURE, PLACEMENT OF AGENDA ITEMS

Routine action items which are anticipated to be approved unanimously by the Commission are placed by staff under the Consent Agenda section of the agenda.

The Commission will review and discuss the items placed under the Consent Agenda during the pre-meeting work session where the Commission will set the Consent Agenda for the regular meeting, determining the order of items for consideration with any additions, removals and/or replacements as presented.

Non-routine items, presentations, discussion items, and public hearings are placed under the appropriate sections as provided in the agenda or as determined by the County Administrator.

Late items may be added to the Addenda section of the agenda only at the request of the Department Head and as approved by the County Administrator and/or Chairman. In order to allow the Commissioners and the public adequate time to review the agenda prior to the meeting, late items are only allowed if they are of time-sensitive nature which cannot wait until the following regular meeting.

C. RECORDING OF MEETINGS

County Commission work sessions and regular business meetings are audio/video recorded, and the recording is made available to the public on the county website post-meeting. Recording may not be possible for special or emergency special meetings depending on time constraints or other circumstances. Meeting minutes for all formal County Commission meetings will be made available to the public on the county website once approved.

D. EXCEPTION TO POLICY

Exceptions may be granted by a majority vote of the Baldwin County Commission. Exceptions do not constitute as new policy or establish precedence but will be granted on a case-by-case basis and will only apply to the specific matter before the Commission at that time.

ATTACHMENTS

N/A