



SECTION: LEG
TOPIC: AGENDA 01
FORMAT
OCTOBER, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: AGENDAS -- FORMAT OF

1. The committee staff person is responsible for preparation of the draft agenda for each committee meeting with approval of final agenda from committee chair.
2. General Rules:
 - A. A copy of the agenda, including the time and place of the meeting and of the matters to be discussed, shall be given to the County Clerk for posting on the official bulletin board no less than 24 hours prior to the meeting.
 - B. All Resolutions and Ordinance Amendments must be referenced by exact number and title.
3. The agenda shall include:
 - A. The name of the committee
 - B. The date, time and location of meeting
 - C. Contain an item identified as "Public Comment"
 - D. Each matter to be considered
 - E. Any addition to the posted agenda is noted as such and the minimum posting requirements have been met
 - F. Motions to go into Executive Session must contain statute reference of authority
 - G. Americans with Disabilities Act statement of how to receive alternate formats or other accommodations to access meeting.

END OF FORMAT



SECTION: LEG
TOPIC: AGENDA 01
FORMAT
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

DANE COUNTY BOARD OF SUPERVISORS EXECUTIVE COMMITTEE AGENDA

Date and Time: Thursday, June 27, 2002 – 5:30 p.m.

Location: Rm. 2E City County Building

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1. Call to Order
 2. Public Comment
 3. Approval of the minutes of the June 13th meeting
 4. Legislative Update (Mickey Beil)
 5. Res. 29, 02-03, Guidelines for the 2003 Budget (Mohrbacher)
 6. Res. 38, 2002-03, County Executive Appointments (Kesterson)
 7. Discussion of the Jail Medical Services Audit

CLOSED SESSION

The Executive Committee may go into closed session for purposes of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting of other specified public business, whenever competitive or bargaining reasons require a closed session per Wis. Stat. 19.85(1)(e).

RETURN TO OPEN SESSION

8. Discussion of the Budget for the Office of the County Board
9. Such Other Business As Allowed by Law
10. Adjournment

Persons requiring an interpreter, materials in alternate formats or other accommodations to access this meeting are encouraged to contact the Office of the County Board at 266-5758 or

Agenda Approved by Committee Chair _____