

## 2020 Legislative Intent – Agenda Preparation

### **Agenda Preparation Process for the Salt Lake County Council**

It is the legislative intent of the Salt Lake County Council to adopt the following procedures concerning the preparation and publication of Council meeting agendas:

- Consistent with the Optional Plan for Salt Lake County Government and Salt Lake County Ordinance, it is the responsibility of the Council Chair to set the agendas for Council meetings.
- Council central staff shall assist the Chair in preparing and publishing the agendas for Council meetings, with the Council Communications and Administrative Coordinator having primary responsibility for assisting the Chair in this task. At the further direction of the Executive Committee and Council, central staff shall implement all administrative steps necessary to accommodate these responsibilities, including any appropriate modifications of central staff job titles, job descriptions, compensation, and development of written internal practices to ensure consistency and help improve efficiency.
- Proposed agenda items should be submitted in Granicus before 3:00 pm on the Wednesday prior to the next scheduled Tuesday meeting of the Council. The Council Communications and Administrative Coordinator shall receive proposed items in Granicus and organize them in draft agenda form for review by the Chair. Proposed items shall be properly formatted and agenda ready, including necessary District Attorney approval as to form and legality. Items that are untimely or that are not agenda ready may be deferred to the next regularly scheduled Council meeting. Allowances will be made for matters referred by two or more Councilmembers, emergencies, exigencies approved by the Chair, matters prepared by outside legal counsel, or other contingencies. Supporting documents, PowerPoint presentations, and any revised documents should be uploaded to Granicus or otherwise provided to Council staff by 5:00 pm on Thursday.
- After receiving matters from Councilmembers, the Mayor, and other elected officials, Council central staff shall prepare Council agendas for Chair review and approval consistent with County ordinance. Council central staff shall cause final agendas to be properly noticed and published consistent with Utah law.