

RESOLUTION 14-___

**ESTABLISH THE TIMES AND PROCEDURES FOR THE REGULAR MEETINGS OF
THE COCHISE COUNTY BOARD OF SUPERVISORS**

WHEREAS, it is the intent of the Board of Supervisors to maximize the productivity of the County work force and to eliminate unnecessary expense and inefficiencies; and

WHEREAS, the Board recognizes that the Board meetings should be as accessible as possible to the general public; and

WHEREAS, the following changes will promote the more efficient conduct of County business; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that the meetings of the Cochise County Board of Supervisors shall be scheduled pursuant to the following provisions:

1. The principal decision-making meetings (formal Board meetings) shall be held on the first and third Tuesday of every month at 10:00 a.m. in the Board of Supervisors' Hearing Room located at 1415 Melody Lane, Building G, Bisbee, Arizona, unless otherwise noted on the annual adopted Board Meeting schedule, or unless canceled or rescheduled due to exceptional circumstances. This facility is handicapped accessible.
2. If any such designated meeting day is a legal holiday, the meeting shall be held on the following day.
3. The Chairman of the Board (or the County Administrator, pursuant to general direction of the Chairman, or in his absence, the Vice Chairman) shall be responsible for establishing the Agenda for all Board meetings. The above notwithstanding, any member of the Board may place an item on the Board's schedule for discussion or work session, with the Chairman reserving the right to establish an appropriate time for said discussion item or work session. To the extent possible and subject to the above procedures, the Board shall reasonably accommodate requests by any elected official or department director of the County for setting agenda items, public hearings, work sessions or special board meetings. The County Administrator shall review the proposed Agenda and shall remove such items deemed to be incomplete or untimely submitted. Exceptions shall be granted only under extraordinary circumstances.

4. The following procedures shall be applicable for discussion items and work sessions:
 - a. If a Board member, County Administrator, elected official or department director desires a work session, a one page request shall be submitted, which identifies the specific topic, proposed outcome, justification for the work session, proposed attendees, date needed (urgency), and estimated time.
 - b. The County Administrator will review the request to determine other persons who should be invited, the need for additional information/research, completeness, and whether or not there are other related issues that should also be addressed.
 - c. All complete requests from department directors will be submitted to the County Administrator for approval.
 - d. Work sessions will be scheduled at a time and length determined by the County Administrator.
5. The public hearings will be held in conjunction with the formal board meetings at 10:00 a.m.
6. This resolution does not limit or restrict the authority of this Board to hold any special meetings, public hearings, or work sessions that may be necessary or appropriate at any other times and places duly noticed pursuant to the Open Meeting Law.
7. Resolutions No. 89-80, 93-52, 01-01, 01-09, 05-20, 04-48, 05-42, 09-22 and any other resolutions of this Board which may be inconsistent with this Resolution are hereby rescinded and revoked to the extent of any such conflict.

PASSED AND ADOPTED by the Board of Supervisors of Cochise County, Arizona, this _____ day of _____, 2014.

Patrick G. Call, Chairman
Cochise County Board of Supervisors

ATTEST:

Arlethe G. Rios,
Clerk of the Board

APPROVED AS TO FORM:

Britt W. Hanson
Chief Civil Deputy County Attorney