



County of Santa Clara

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Policy Type: Board

Category: Board Operations

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3.16 LATE ADDITIONS AND INSERTIONS - BOARD AGENDA PACKETS (Adopted 9-29-98)

The Board discourages the adding of supplemental documents and information after the agenda is posted and packets of information are distributed. Providing documentation which is late and sometimes voluminous, impacts the Board decision-making process by not allowing adequate time for review and study by a Board member and may impact the public by not having complete materials available for public review. As a result, the Board may vote to hold the item to a future date for consideration.

However, in recognition that there are occasions and circumstances in which additional materials necessary for the decision-making process are received or prepared late, the County Executive is directed to develop and maintain a process for submitting late or supplemental materials from County Departments. The County Executive will also establish a process for monitoring submittals of late materials.

The Board directs the Clerk of the Board to establish a process for accepting supplemental information from sources other than County Departments.

Related Policies



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None.

Related Forms and Information

None.

History

Date	Changes Made
1/23/2014	Policy Uploaded. (John Myers)
9/29/1998	Policy Adopted. View legislative file.