

AGENDA COORDINATOR'S OFFICE PROCEDURES

SUMMARY

The following procedures provide instructions on how agenda items are submitted for placement on Board of County Commissioners (BCC) agendas and how BCC agendas are developed.

PROCEDURE

Submission of items

Prior to submitting an agenda item, Administration must consult the County Attorney's Office (CAO) to determine whether the item requires a Commission Sponsor. If deemed that the item requires a Commission Sponsor, Administration is responsible for obtaining the Commission Sponsor.

Administration's agenda items must be submitted from the Mayor's Office to the Office of Agenda Coordination (Agenda). Items are to be submitted via email at agendadocs@miamidade.gov. In order to process an agenda item, the following information must be provided to Agenda in accordance with the deadlines posted on the intranet in the Legislative Information Center.

- a. A PDF of the complete item signed by the Mayor and Deputy Mayor (If the item you are submitting contains more than 150 pages or contains color documents, submit a signed hard copy to Agenda in lieu of a PDF.)
- b. The Microsoft Word version of the Mayor's memo and resolution/ordinance
- c. A completed and signed Agenda Review Form

How to Process a Committee Waiver Request

In order to waive the committee process for an agenda item, Administration must obtain the written approval of the Chairperson of the committee that has jurisdiction over the item and obtain the written concurrence of the BCC Chairperson. The following procedure will help staff obtain a committee waiver:

Submit the item as indicated in the previous section (Submission of Items);

1. The item will be assigned to a committee by the Office of the BCC Chairperson (the Chair's Office);
2. Obtain approval from the CAO for legal sufficiency;
3. Agenda will provide Administration with the committee assignment and advise that the item has been approved for legal sufficiency;
4. Administration will draft a committee waiver request for the Committee Chairperson to sign and forward to the Chair's Office; and
5. The Chair's Office provides a signed copy of the waiver to Agenda and the CAO.

Preparation of Committee Preliminary Agendas

The following is the process for developing committee agendas:

1. Administration submits items to Agenda;
2. Agenda processes these items for legal review;
3. The Chair's Office assigns these items to their respective committee;
4. Agenda advises Administration of committee assignments;
5. Agenda develops a draft of the various committee agendas;
6. The Chair's Office reviews and approves draft agendas;
7. Committee agendas are provided to their respective Chairperson (Administration is provided with a copy of the agendas at this time.);
8. The Committee Chairperson provides their approval of the agenda; and
9. Agenda generates and distributes committee agenda packets three working days prior to the committee meeting.

Preparation of Board of County Commissioners (BCC) Preliminary Agendas

The following is the process for developing BCC Agenda:

1. Administration is advised to review the File Status Report for the upcoming BCC meeting;
2. Agenda consults with the CAO and the Clerk of the Board regarding items listed on the draft BCC agenda;
3. Agenda provides the Chair's Office with a draft agenda for the upcoming BCC meeting two working days prior to "Print Night";
4. Chair's Office approves the agenda; and
5. Agenda generates the agenda and distributes agenda packets to the Commission four business days prior to the BCC meeting.

Development of the Changes Memorandum and Official Agendas

During the period between the printing of the Preliminary Agenda (three business days prior to a committee meeting and four days prior to a BCC meeting) and printing the Official Agenda (one day before the meeting), Administration can request changes to the agenda. These requests primarily consist of adding new items, deferring or withdrawing an item, or correcting a scrivener's error contained in an item. The requested changes to the Preliminary Agenda are listed on the Changes Memorandum and the Official Agenda.

Administration may request a change to the Preliminary Agenda by utilizing the following procedure:

1. Email requests for changes to Agenda at agendadocs@miamidade.gov;
2. Upon approval for legal sufficiency and approval by the Chair's Office, the request will be added to the Changes Memorandum and listed on the Official Agenda; and
3. The day before the meeting, Agenda will generate and distribute the Changes Memorandum and Official Agenda.

CONTACT(S):

Department/Division

Agenda Coordination
County Attorney's Office
Mayor's Office

REFERENCE DOCUMENT(S):

Agenda Review Form
Changes Memorandum
Deadlines for BCC and Committee Meetings