

Jones County Commissioner Committees: Adopted 1-19-10

1. Each committee's membership will consist of a minimum of five members that include two District Commissioners, the Chairman of the Board of Commissioners, the Department Head, and the County Administrator.
2. The Chairman of each Committee may request consultation from citizens or employees.
3. The County Clerk shall serve as the secretary to the committees that will be responsible for compliance with Georgia laws concerning open meeting and open records.
4. The agendas and minutes for each committee shall be maintained in the County Clerk's office. Agendas and minutes are considered official county records. Minutes must be made available to the public for inspection.
5. The committee shall prepare a report for the Board of Commissioners that includes information discussed or researched and any recommendations for action from the committee's majority to be presented at the Commissioner Meetings. The Chairman of the committee shall present the report at the meeting. The Committee Reports shall be added to the Third Tuesday Commissioner Meeting Agenda unless otherwise noted. Reports will follow Old Business in a format that calls upon each Committee Chairman. A copy of Committee Reports shall be given to the County Clerk no later than Friday prior to the meeting to be included in the agenda notebooks and attachments for commissioners to study prior to the meeting.
6. Each committee shall only meet when there is the need to discuss/ research issues, at the discretion of the Chairman of the committee.