

Jones County Board of Commissioners
Commissioner Meeting Policy

In order to facilitate a professionally conducted and concise meeting, the Board adopts the following policy items:

- Agendas are closed on the third business day prior to the meeting. (Thursday for a Tuesday Meeting, Friday for Wednesday, Monday for Thursday, etc).
- Requires that all information to be distributed to the commissioners during a meeting be submitted to the County Clerk for inclusion with other meeting documentation by noon the second business day prior to the meeting. (Friday before a Tuesday meeting)
- Requires that Ordinances and any amendments must be submitted to the County Clerk in Microsoft Word, or other format as requested by Municipal Code, the publishing company of the ***Jones County Code of Ordinances*** on the third business day prior to the meeting. Any portion of an ordinance to be amended must have the entire Section typed in Microsoft Word as requested by the publishing company of the ***Jones County Code of Ordinances***. This does not apply to resolutions or proclamations that do not relate to changes in the ***Jones County Code of Ordinances***.
- Requires that the departmental agenda items be submitted using the attached format in order to provide essential information needed by the commissioners to make informed decisions.
- Agendas are emailed, posted on the county bulletin board, the county web site, and any such other place as required by Open Meetings laws.
- Summary Agendas are prepared and posted within 48 hours after the meeting as required by Open Meetings laws.
- A sign in sheet will be posted at the meeting for citizens who wish to address the Board at the meeting. They will be limited to three minutes for comments. **There will be a maximum of five speakers under Citizens' Comments.**
- Commissioners will be notified when the agenda packets are ready to enable them ample time to read information prior to the meeting.