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SUBJECT: COUNTY STANDING COMMITTEE PROCEDURE

ADOPTED DATE: JULY 9, 2001

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Cass County government believes that communications between the board of commissioners, county standing committees, and all department employees is of utmost importance.

The following procedure has been established to accomplish that goal:

- 1) Each standing committee, as appointed, shall formally establish a mission or statement of purpose.
- 2) Procedure for standing committee meetings shall be as follows:
  - a) All items on the committee agenda must be accompanied by written documentation.
  - b) Agenda and attachments will be sent to all department heads.
  - c) If a department head selects a proxy, the substitute member must come from their own department. If an employee member selects a proxy, the replacement must come from the employee group represented by the original member. Commissioners will not vote by proxy if they are absent.
  - d) Actions taken will be recorded in minutes and distributed to all department heads.
  - e) Policy changes will be considered by the board of commissioners and, if approved, posted for a 15-day comment period.
  - f) Policy ratification will take place at the next commission meeting, generally in two weeks.

HISTORICAL REFERENCE DATE: DECEMBER 6, 1993