

Enrolled No. O168-012

ORDINANCE

File No. 24-25/003

Submitted by Supervisor Connie Russell

TO AMEND SECTION 2.04.140 RULE 14 –GENERAL DUTIES AND POWERS OF STANDING COMMITTEES

2.04.140 General duties and powers of standing committees

G. Duties of the committee clerk.

1. The committee clerk shall be responsible for the files and records of the committee as well as the compilation and distribution of agendas, including all attachments or agenda packet materials, and the typing and distribution of minutes to the committee at the next succeeding meeting. The original copy of the approved minutes of each meeting shall be filed in the office of the county clerk within two working days of their approval or correction.
2. The committee clerk shall be responsible for recording the attendance of members on the appropriate forms.
3. The committee clerk shall see that all resolutions, ordinances, amendments and reports of the committee are properly drafted and signed prior to submission to the county administrator
4. The committee clerk shall see that all resolutions and ordinances indicate next to the supervisors signature an aye vote, nay vote, or abstention

ENACTED: April 16, 2024

Sue McDonald
County Clerk