

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COSTILLA COUNTY, COLORADO
RESOLUTION NO. 2012-03**

**RESOLUTION ESTABLISHING POLICY FOR INCLUSION ON BOARD AGENDA
AND PARTICIPATION IN BOARD OF COUNTY COMMISSIONERS' MEETINGS**

WHEREAS, the Board of County Commissioners is required by statute to timely post the agenda for all Regular and Special Meetings of the Board of County Commissioners; and,

WHEREAS, the Board staff has encountered difficulties in the implementation of the statutory requirement due to the untimely request by the public to be listed on the Meeting Agenda; and,

WHEREAS, it is the intention of the Board to develop uniform policies for public participation at Board meetings;

BE IT THEREFORE RESOLVED that:

All requests to appear and present before the Board of County Commissioners shall be submitted to the Board's staff located at 352 Main St., San Luis, CO no later than 5:30 p.m. on the Thursday prior to the scheduled Regular meeting and no later than 3:30 p.m. on the evening prior to the Board's Special Meeting. All presentations before the Board are limited to fifteen minutes unless the Board in its discretion grants additional time.

BE IT FURTHER RESOLVED that, any written material to be reviewed by the Board must be presented to the County Administrative Officer no later than 5:30 p.m. on the Thursday before the Regular Board Meeting and no later than 3:30 p.m. on the evening before the Special Board Meeting

BE IT FURTHER RESOLVED that failure to comply with this policy will preclude participation at the Board Meeting unless the person or persons wishing to appear before the Board presents information at the Public Comment section of the Board meeting. All public comment shall be limited to a three (3) minute presentation. The Chair can extend the time to five (5) minutes for the appropriate circumstances. No action or discussion will be conducted on matters presented during the Public Comment section.

DONE AND SIGNED this 7th day of February, 2012

BOARD OF COUNTY COMMISSIONERS:



ATTEST

Karen Garcia

Karen Garcia,
Costilla County Clerk & Recorder

Dolores Burns

Dolores Burns Chair