



COUNTY OF INYO

AGENDA POSTING POLICY

PURPOSE:

The purpose of this policy is to ensure that those Boards, Committees and Commissions and any sub-committee sanctioned by the Board, and who are subject to government code meeting notice requirements, have a uniform County procedure for posting their meeting notices/Agendas.

POSTING RESPONSIBILITIES:

It is the responsibility of the departments assigned to coordinate the activities of the individual Boards, Committees, Commissions, and sub-committees, to ensure that the “meeting notices/Agendas” are posted per the following posting guidelines (e.g. LTC/Public Works, Planning Commission/Planning Department; Land and Water Advisory Committees/Planning Department, Treasury Oversight Committee/Treasurer-Tax Collector, IMAAA Governing Board/Inyo Mono Senior Program, Mental Health Advisory Board/Mental Health Division of Health and Human Services).

POSTING LOCATIONS:

Kiosk #1:

Kiosk No. 1 is located at the County Administrative Center and is the location for official postings requirements of agendas for the Board of Supervisors meetings. Additionally, this kiosk will be the location identified under “Posting Guidelines No. 1” for those other Board, Committees, Commissions, and sub-committees whose meetings are scheduled in the Board of Supervisors Room. Access for Kiosk #1 should be obtained through the Deputy Clerk of the Board.

Kiosk #2:



Kiosk No. 2 is located in the breezeway of the County Annex Building in Independence. This kiosk shall be considered the countywide posting location for all noticing requirements other than the Board of Supervisors. The Public Works Department, the Planning Department, and Central Services have been assigned keys to the kiosk and it is the responsibility of the Boards, Committees, Commissions and sub-committees, or the coordinating departments, to obtain access to Kiosk No. 2 through those departments.

POSTING GUIDELINES:

1. All meeting notices/agendas will be posted 72 hours prior to the meeting date or as required by statute.
2. All agendas, other than the Board of Supervisors meetings, shall be posted in the kiosk located in the breezeway at the County Annex Building in Independence.
3. All agendas shall also be posted at the location of the meeting.
4. All Board of Supervisors Agendas shall be posted 72 hours prior to the meeting date in the kiosk located at the County Administrative Center, in Independence.