

## Agenda Formation Procedure

### Option #1

Items may be placed on the agenda in the following manner:

1. By order of the CCJV documented in the minutes.
2. By advance request of a Commissioner with approval of the Chair and/or Vice Chair.
3. By advance written request of a person or organization with approval of the Chair and/or Vice Chair.

The Chair/Vice Chair and the Executive Office, in consultation with County Counsel, will coordinate the finalization and posting of the agenda.

### Option #2

Items may be placed on the agenda in the following manner:

1. By order of the CCJV documented in the minutes.
2. By advance request of a Commissioner to County Counsel.
3. By advance written request of a person or organization with approval of the CCJV.

County Counsel and the Executive Office will coordinate the finalization and posting of the agenda.