

## TOWN OF SWANSBORO

### ADMINISTRATIVE POLICY—NO. 1F MEETING POLICY DISTRIBUTION

Realizing the staff's responsibility to provide information and support to the various boards, commissions and committees of the Town of Swansboro, in order for these boards to review agenda matters and to make proper decisions, it is imperative that the boards receive the meeting packet well ahead of the meeting date.

Therefore, the following Administrative Policy for the Town of Swansboro regarding all boards, commissions and committees in which the staff needs to prepare information for their review and consideration (i.e. Board of Commissioners, Planning Board, Historic Preservation Commission, Board of Adjustment, etc.) shall apply. The cut off day for the monthly agenda packets will be:

<b>Board</b>	<b>Meeting Date</b>	<b>Cut-off Date</b>	<b>Meeting Time</b>
BOC	2 <sup>nd</sup> and 4 <sup>th</sup> Monday of month	25 days prior to meeting date	5:30pm
BOA	As Needed	17 days prior to the meeting date	5:30pm
HPC	3 <sup>rd</sup> Tuesday of month	17 days prior to the meeting date	5:30pm
Parks	3 <sup>rd</sup> Wednesday of month	17 days prior to the meeting date	5:30pm
PLN	1 <sup>st</sup> Tuesday of month	17 days prior to the meeting date	5:30pm

If the staff does not need to prepare information regarding a matter, or in case of special meetings/workshops, the cut off should be determined on a case-by-case basis. The meeting packet should include a prepared agenda, staff comments/recommendations, memos, applications, drawings/pictures, plans and other pertinent information. It is the intentions of staff to mail/hand deliver the meeting packets to the members no later than the Tuesday prior to the meeting.

Approved by the Town Administrator this 16<sup>th</sup> day of March 1992.

Approved by the Town Manager this 27<sup>th</sup> day of July 1995.

Approved by the Town Manager this 5<sup>th</sup> day of April 2006.

Approved by the Town Manager this 30<sup>th</sup> day of November 2012.

Approved by the Town Manager this 20<sup>th</sup> day of October 2015.

Approved by the Town Manager this 16<sup>th</sup> day of February 2016.

Approved by the Town Manager this 10<sup>th</sup> day of December 2019.

Approved by the Town Manager this 9<sup>th</sup> day of September 2020.

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Town Manager