

## **MEMORANDUM**

To: Campbell County Board of Supervisors

From: Frank J. Rogers, County Administrator FJR

Subject: MATTERS FROM THE BOARD

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### **BACKGROUND:**

At each meeting time will be scheduled to address matters from the Board that have not been scheduled on the agenda. This time is typically used to share information or request information from staff and not to take action on items that are not on the agenda. Items requiring action are typically requested in advance so that the appropriate information gathering and notice can be provided.

The Board's policy is any citizen may request time on the agenda by contacting the Clerk of the Board. These requests, with supporting background materials, should be made in writing two weeks prior to a scheduled meeting so requests can be researched and included on the agenda for action as needed.

### **RECOMMENDATION:**

Please share any information or requests with the Board and/or staff as appropriate.