

Legislative File Document Attachment Guidance

In adopting OA 1 amending Chapter 7, the Board added section 7.22(9):

(9)(a) Contracts, agreements, policies, and plans that are the subject of a resolution or ordinance amendment shall be included in the legislative file.

(b) All reports generated by county departments and agencies pertaining to a matter on the agenda shall be included in the legislative file for the respective resolution or ordinance amendment.

(c) Any other written materials may be included in the legislative file pertaining to a resolution or ordinance amendment upon request by a member of the Board.

I am providing guidance below to operationalize 7.22(9)(c).

- Requests for attachments to the legislative file should be made to the Chair of the respective standing committee or County Board committee, or County Board that will consider the legislative item. The Chair will determine whether to attach a document.
- Approved attachments should be added no later than 24 hours prior to the meeting at which the item will be considered.
- Chairs should notify the respective committee staff and the County Board Legislative Management Specialist of approved attachments.
- Chairs should consider whether the source of a document, such as articles or reports not included in (b), etc. is credible.
- Documents such as articles should be impartial and provide factual, empirical information. Those expressing opinions, even if also providing factual or empirical information, should not be attached.
- Documents prepared by board members or constituents in support of their position on a matter should not be attached to legislative files. Such documents can be provided to members as part of a person's testimony. The body (committee, subcommittee, Board), by approval of a motion, may have such documents included in the minutes.