



# MADISON COUNTY BOARD OF SUPERVISORS

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## MEMORANDUM

TO: Madison County Board of Supervisors

FROM: David Overby, County Administrator

DATE: February 19, 2013

RE: Submission of Matters and Documents to the Board of Supervisors

With the advent of the online Board agenda, I believe we can push the deadline for submission of agenda items and supporting materials back to **noon on Wednesdays** as opposed to noon on Tuesdays which has been your policy.

However, I would ask that you make the Wednesday noon deadline a firm one in that any item submitted after that date will not appear on the agenda itself but would have to be brought up in the Board meeting and an explanation given to me, the Board President, and at least one other Board member in advance as to why the matter must be presented after the deadline and cannot wait until a subsequent meeting.

The final agenda will be published on Fridays by noon.

Also, I would like you to affirm that effective immediately, all agenda items and requests for appearances before the Board must be submitted directly to me ([david.overby@madison-co.com](mailto:david.overby@madison-co.com) 601-855-5581) and/or Vickie Miller ([vickie.miller@madison-co.com](mailto:vickie.miller@madison-co.com) 601-855-5534) **and not to Cynthia Parker.**

Please note: **the deadline for the submission of claims and invoices for the Claims Docket should remain 8:00 am on the Monday preceding the Monday Board meeting.**