

Policy Clarification: Supervisor Attendance Requirements – Information OR Action Item

At the work session, the Commission requested that the Division review policies that require a District Board of Supervisor to present or appear at a Commission meeting to provide clarification of this expectation.

An idea for Commission consideration is outlined below. The Commission may revise the language as needed and choose to approve it or request modifications to be presented at your next meeting.

To fulfill this requirement, a supervisor must participate in the Commission work session virtually. Attendance—either in-person or virtual—is not required during the Business Session unless the Commission has outstanding questions or requests additional clarification following the work session presentation.

Relevant policies include:

- [Cost Share Program Contracts on Government-Owned Property](#)

A district supervisor and a representative from the cooperating government agency must be present at the Commission meeting to present the request and respond to questions.

- [Criteria for Extension of Previous Program Year Contracts](#)

Policy is already in edited format from the Cost Share Committee and addresses this requirement.

- [Prohibition of Post-Approval of Contracts](#)

If the request is referred, a district supervisor must appear before the Commission to request the exception.

- [Special Requests](#)

At least one district supervisor must present the district's request.