

Los Angeles County Commission Manual

(Page 12, Section VIII, Commission Meetings):

A. Process for Developing the Meeting Agenda

*The **Chairperson**/President works with the Executive Director, Commission Liaison, or Commission Staff to **coordinate the meeting agenda**; however, the method by which the agenda is developed varies according to the procedures of the individual Commissions. A **Commissioner may** request that an item be placed on the agenda by **submitting a request to the Chairperson**. The Executive Director, Commission Liaison, or Commission Staff, **in collaboration** with the Chairperson, will ensure that the agenda follows standard formatting and language guidelines and Brown Act requirements.*