



Rockingham County Commissioners

119 North Road
Brentwood, New Hampshire 03833

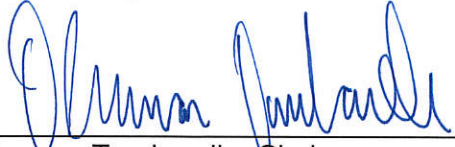
Thomas Tombarello, Chair
Kevin L. Coyle, Vice Chair
Kevin St. James, Clerk

BOARD OF COMMISSIONERS MEETING MATERIALS SUBMISSION AND SIGNATURE POLICY

- I. All items requested to be on the Board of Commissioners agenda shall include backup documentation for review by the Board. All agenda requests, including backup documentation, shall be submitted to the Commissioners Executive Assistant no later than 3:00pm on the Thursday prior to the scheduled meeting, unless an alternate submission date has been approved, in writing, by the Commissioners Office, except as provided in Section II, paragraphs A and B. Agenda requests should reference the date of the meeting being requested.
 - A. A copy of any legal and/or risk review completed on items requiring legal and/or risk review prior to signature from one or more members of the Board must be submitted to the Commissioners Executive Assistant prior to Board member signature(s).
- II. All items that require signature from one or more members of the Board shall be submitted in original form with original signature(s) to the Commissioners Executive Assistant by the deadline outlined in Section I, including but not limited to, contracts, agreements, addendums, memorandums, exception requests, bid waiver requests, and change order requests. Materials that require departmental review will be submitted by the Commissioners Executive Assistant to the necessary departments for review. Any original form(s) that require signature from one or more members of the Board that have been provided to the departments for review must be returned to the Commissioners Executive Assistant no later than the day prior to the scheduled meeting for which they are to be heard by the Board, unless a reasonable explanation for late submission has been provided in writing prior to the return deadline.
 - A. Original line item transfer requests are to be submitted directly to the Finance Office according to the deadline(s) established by the Finance Office, with either a hardcopy or electronic copy sent to the Commissioners Executive Assistant. Once reviewed, the Finance Office will inform the requesting department and Commissioners Executive Assistant when the request is ready for Board of Commissioners agenda submission, and will provide the line item transfer request form(s) that are to be executed by the Board to the Commissioners Executive Assistant. Once the request(s) are approved and signed by the Board, the Commissioners Executive Assistant will retain a copy for file, and return the original executed form(s) back to the Finance Office for distribution to the Executive Committee and Delegation Coordinator.
 - B. Items requiring Board of Commissioner approval and Executive Committee approval, including but not limited to line item transfer requests and audit agreements and/or expenditures, must be submitted for Board of Commissioner approval in a timely manner to ensure the Commissioners Office can submit the approved documentation and required Board of Commissioners memorandum(s) to the Executive Committee prior to its submission deadline of five (5) days in advance of its scheduled meeting(s).
- III. Items requiring the signature of one or more members of the Board will be retained by the Commissioners Executive Assistant until such time as when the signature(s) is/are obtained by

the Commissioners Executive Assistant. Once signatures are obtained, the Commissioners Executive Assistant will make a copy for file and provide the necessary copy(ies) and/or original(s) back to the appropriate department(s).

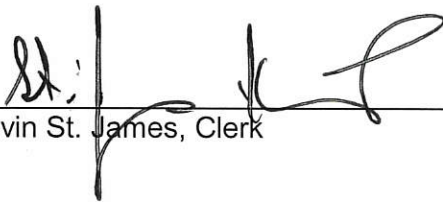
- IV. Any change to this policy is subject to the approval and majority vote of the Rockingham County Board of Commissioners.



Thomas Tombarello, Chair



Kevin L. Coyle, Vice Chair



Kevin St. James, Clerk