

ESTABLISH MEETING DATES/ROTATIONAL MEETINGS;
ADOPT ROBERT'S RULES OF ORDER;
DESIGNATE PARLIAMENTARIAN

SUGGESTED MOTION:

Move to adopt the 2023 Cass County Commission meeting schedule as the first and third Monday of each month (Tuesday if Monday is a holiday) at 3:30 PM with rotational meetings at 1:00 PM and/or 2:00 PM on Commission meeting days, and special meetings as called, and to forward a copy of the meeting schedule to the Secretary of State and the County Finance Office; to adopt Robert's Rules of Order for conducting meetings; and to appoint Taylor Kaushagen as parliamentarian for Cass County Commission proceedings for 2023.

REGULARLY SCHEDULED CASS COUNTY COMMISSION MEETINGS
FOR THE YEAR 2023

January	3 (Tuesday)*
January	17 (Tuesday)*
February	6
February	21 (Tuesday)*
March	6
March	20
April	3
April	17
May	1
May	15
June	5
June	19
July	5 (Wednesday)**
July	17
August	7
August	21
September	5 (Tuesday)*
September	18
October	2
October	16
November	6
November	20
December	4
December	18

Meetings are held the 1st and 3rd Mondays of each month at 3:30 PM in the Commission Room, Cass County Courthouse (unless otherwise stated) and special meetings as called. If Monday is a holiday, meetings will be held the following day.

The agenda deadline is the Monday before each meeting at 5:00 PM.

*Meetings held Tuesday are because Monday is a holiday.

**Meeting held Wednesday due to Fourth of July Holiday.

2023 ROTATIONAL DEPARTMENT MEETINGS

January	17, 2:00 PM—Group A
February	21, 1:00 PM—Sheriff Department
February	21, 2:00 PM—Group B
March	20, 2:00 PM—Road Advisory
April	17, 2:00 PM—Sheriff Department
May	15, 2:00 PM—Group A
June	19, 2:00 PM—Group B
July	17, 2:00 PM—Road Advisory
August	21, 2:00 PM—Sheriff Department
September	18, 2:00 PM—Group A
October	16, 2:00 PM—Group B
November	20, 2:00 PM—Road Advisory
December	18, 2:00PM—Sheriff Department

Group A—Finance Office, Tax Director, Recorder, Information Technology, Water Resource Districts.

Group B—State’s Attorney, Extension Service, Veterans Service, Coroner, Emergency Management.

Other county committee meetings, such as the Personnel Overview Committee and the County Park Board, are held on an as-needed basis. Generally, they will also be scheduled on a Commission Monday.