

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

SUGGESTED MOTION:

Move to adopt the 2024 Cass County Commission meeting schedule as the first and third Monday of each month (Tuesday if Monday is a holiday) at 3:30 PM, and other changes as noted, with rotational meetings at 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 2024.

REGULARLY SCHEDULED CASS COUNTY COMMISSION MEETINGS  
FOR THE YEAR 2024

January	2 (Tuesday)*
January	16 (Tuesday)*
February	5
February	20 (Tuesday)*
March	4
March	18
April	1
April	15
May	6
May	20
June	3
June	17
July	1
July	16 **NACo is July 12-15
July	24, 25, 26(as needed) for Budget Hearings
August	5
August	19
September	3 (Tuesday)*
September	16
October	7
October	23 ***NDACo is October 20-22
November	4
November	18
December	2
December	16

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.

## 2024 ROTATIONAL DEPARTMENT MEETINGS

January	16, 2:00 PM—Group A
February	20, 1:00 PM—Sheriff Department
February	20, 2:00 PM—Group B
March	18, 2:00 PM—Road Advisory
April	15, 12:30 PM—Flood Sales Tax Committee
April	15, 2:00 PM—Sheriff Department
May	20, 2:00 PM—Group A
June	17, 2:00 PM—Group B
July	16, 2:00 PM—Road Advisory
August	19, 2:00 PM—Sheriff Department
September	16, 2:00 PM—Group A
October	23, 2:00 PM—Group B
November	18, 12:30 PM—Flood Sales Tax Committee
November	18, 2:00 PM—Road Advisory
December	16, 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, Park Board, and Building Committee are held on an as-needed basis. Generally, they will also be scheduled on a Commission Monday.