

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

SUGGESTED MOTION:

Move to adopt the 2025 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 and/or Jodi Miller as parliamentarian for Cass County Commission proceedings for 2025.

REGULARLY SCHEDULED CASS COUNTY COMMISSION MEETINGS
FOR THE YEAR 2025

January	6
January	21 (Tuesday)* Monday is Martin Luther King Jr. Day
February	3
February	18 (Tuesday)* Monday is Presidents Day
March	5 (Wednesday) **NACo Legislative Conference is March 1-4
March	17
April	7
April	21
May	5
May	19
June	2
June	16
July	7
July	21 *NACo is July 11-14
July	23, 24, 25 for Budget Hearings
August	4
August	18
September	2 (Tuesday)* Monday is Labor Day
September	15
October	6
October	20 *NDACo is October 26-28
November	3
November	17
December	1
December	15

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.

2025 ROTATIONAL DEPARTMENT MEETINGS

January	21, 2:00 PM—Group A
February	18, 1:00 PM—Sheriff Department
February	18, 2:00 PM—Group B
March	17, 2:00 PM—Road Advisory
April	21, 12:30 PM—Flood Sales Tax Committee
April	21, 2:00 PM—Sheriff Department
May	19, 2:00 PM—Group A
June	16, 2:00 PM—Group B
July	21, 2:00 PM—Road Advisory
August	18, 2:00 PM—Sheriff Department
September	15, 2:00 PM—Group A
October	20, 2:00 PM—Group B
November	17, 12:30 PM—Flood Sales Tax Committee
November	17, 2:00 PM—Road Advisory
December	15, 2:00 PM—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, Flood Sales Tax Committee, and Building Committee are held on an as-needed basis. Generally, they will also be scheduled on a Commission Monday.