

**APPENDIX 1**  
**ANNUAL AGENDA FOR MEETINGS OF**  
**BOARDS OF SUPERVISORS**

**Samuel W. Keyes, Jr.**

This sample annual agenda for meetings of boards of supervisors is intended as a reminder of many, but not all, of the items of business the boards will have the occasion to address. Some actions listed are required and others are discretionary. The specifics will vary from county to county.

JANUARY

Elect president and vice-president of board (at first meeting in January next succeeding the election).  
*Code*, § 19-3-7

Approve bonds of all newly-elected and appointed officials (meeting next succeeding election).  
*Code*, § 25-1-19

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 or 19-3-35

Employ, re-employ or appoint: board attorney (*Code*, § 19-3-47), county administrator (*Code*, §§ 19-4-1 *et seq.*), comptroller or bookkeeper (*Code*, § 19-3-61), county engineer (*Code*, §§ 65-9-13, 65-9-15, and 65-17-201), county road manager (*Code*, § 65-17-1), county prosecutor [only in certain counties that do not have elected county prosecutor] (*Code*, § 19-3-49), and county fire coordinator (*Code*, § 19-3-71).

Employ, appoint, or approve appointment of purchase clerk and receiving clerk (*Code*, § 31-7-101) and inventory control clerk (*Code*, § 31-7-107).

Adopt a four (4) year road plan on or before February 1 each year (required in those counties operating under a countywide system of road administration). *Code*, § 65-7-117

Receive and open bids for county depository [may be done annually or every two (2)years].  
*Code*, § 27-105-305

Authorize publication soliciting bids for term contracts for purchase of commodities.  
*Code*, § 31-7-13

Amend budget as necessary. *Code*, § 19-11-19. See also *Code* § 19-25-19

Provide for second quarter appropriation for the sheriff's department. *Code*, § 19-25-13

Provide for second quarter appropriation for the tax assessor/collector. *Code*, § 27-1-9

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month.  
*Code*, § 27-1-9

Clerk to file with the auditor of public accounts certain reports for additional assessments, reductions in assessments, and erroneous assessments on real and personal property rolls.  
*Code*, § 27-29-5

Legal holidays in January: January 1 (New Years Day) and the third (3rd) Monday of January (Robert E. Lee's and Dr. Martin Luther King, Jr.'s Birthday). *Code*, § 3-3-7

## FEBRUARY

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Amend budget as necessary. *Code*, § 19-11-19. See also *Code*, § 19-25-19

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures, and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month.  
*Code*, § 27-1-9

At discretion of tax collector, advertise notice of optional April tax sale. *Code*, §§ 27-41-55 and 27-41-59

Legal Holidays in February: Third (3rd) Monday of February (Washington's Birthday).  
*Code*, § 3-3-7

## MARCH

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Amend budget as necessary. *Code*, § 19-11-19. See also *Code* § 19-25-19

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month.  
*Code*, § 27-1-9

Legal Holidays in March: None

## APRIL

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Amend budget as necessary. *Code*, § 19-11-19. See also *Code* § 19-25-19

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month.  
*Code*, § 27-1-9

Receive constable's fee Earning Report. *Code*, § 7-3-45

Provide for third quarter appropriation for the sheriff's department. *Code*, § 19-25-13

Provide for third quarter appropriation for the tax assessor/collector. *Code*, § 27-1-9

Legal Holidays in April: Last Monday of April (Confederate Memorial Day). *Code*, § 3-3-7

## MAY

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Amend budget as necessary. *Code*, § 19-11-19. See also *Code*, § 19-25-19

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts and expenditures. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive the assessor/collector's report of expenses incurred during the preceding month.  
*Code*, § 27-1-9

Review payroll limitations (only for those years in which a general primary election was held for the nomination and election of members of the State Highway Commission and members of the Boards of Supervisors). *Code*, § 23-15-881

Legal Holidays in May: Last Monday of May (National Memorial Day and Jefferson Davis' Birthday). *Code*, § 3-3-7

## JUNE

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Amend budget as necessary. *Code*, § 19-11-19. See also *Code* § 19-25-19

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month.  
*Code*, § 27-1-9

Notify county officers and department heads to submit proposed budgets. *Code*, § 19-11-7

Certain road equipment notes to be paid by June 15. *Code*, § 19-13-17

Last month to buy certain machinery or equipment unless approved by unanimous vote of the Board (applies only to last six months of term in office). *Code*, § 19-11-27

Review payroll limitations (only for those years in which a general primary election was held for the nomination and election of members of the State Highway Commission and members of the Boards of Supervisors). *Code*, § 23-15-881

Last month to make certain repairs of road equipment and machinery in excess of \$5000.00 (applies to last year of term in office only). *Code*, § 19-13-21

Make necessary revisions and updates to the official county road system, register and map (must, as minimum, be performed on or before July 1 of each year). *Code*, § 65-7-4

Legal Holidays in June: None

## JULY

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Amend budget as necessary. *Code*, § 19-11-19. See also *Code*, § 19-25-19

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month.  
*Code*, § 27-1-9

Real and personal property assessment rolls due from the tax assessor. *Code*, § 27-35-81

Provide for fourth quarter appropriation for the sheriff's department. *Code*, § 19-25-13

Provide fourth quarter appropriate for tax assessor/collector. *Code*, § 27-1-9

Receive from sheriff proposed sheriff's office budget for ensuing fiscal year. *Code*, § 19-25-13

Receive from tax assessor/collector proposed tax assessor/collector's office budget for ensuing fiscal year. *Code*, § 27-1-9

Review payroll limitations (only for those years in which a general primary election was held for the nomination and election of members of the State Highway Commission and members of the Boards of Supervisors). *Code*, § 23-15-881

Preparation of budget for next fiscal year. *Code*, § 19-11-7

Proceed with equalization of the tax rolls and publish notice that the rolls are ready for public inspection. *Code*, § 27-35-83

Legal Holidays in July: Fourth of July (Independence Day). *Code*, § 3-3-7

## AUGUST

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Amend budget as necessary. *Code*, § 19-11-19. See also *Code*, § 19-25-19

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month.  
*Code*, § 27-1-9

Review payroll limitations (only for those years in which a general primary election was held for the nomination and election of members of the State Highway Commission and members of the Boards of Supervisors). *Code*, § 23-15-881

Adopt proposed budget for new fiscal year and cause same to be published with notice of public hearing, and if applicable, advertise notice of certain budget and revenue increases.  
*Code*, §§ 19-11-7, 27-39-203 and 27-39-205

Hear objections to assessments. *Code*, § 27-35-89

Publish notice of mandatory August tax sale. *Code*, §§ 27-41-55 and 27-41-59

Legal Holidays in August: None

## SEPTEMBER

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Amend budget as necessary. *Code*, § 19-11-19. See also *Code*, §19-25-19.

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month.  
*Code*, § 27-1-9

Set the tax levy for the fiscal year. *Code*, § 27-39-317

Consider applications for Homestead Exemption. *Code*, §§ 27-33-35 and 27-33-37

Deadline for publishing, holding public hearing, and adopting the county budget for ensuing fiscal year is September 15. *Code*, § 19-11-7

Clear claims docket as fiscal year draws to an end. *Code*, § 19-11-25

Receive and review for approval proposed budget for community hospital. *Code*, § 41-13-47

Clerk to file with the auditor of public accounts certain reports for additional assessments, reductions in assessments, and erroneous assessments on real and personal property rolls.  
*Code*, § 27-29-5

File recapitulation of assessment rolls, as equalized, with Tax Commission (file within ten days after adjournment of term at which taxpayer objections are heard). *Code*, §§ 27-35-111 through 27-35-123

Legal Holidays in September: First Monday of September (Labor Day). *Code*, § 3-3-7

## OCTOBER

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Receive report of annual inventory of assets no later than October 15. *Code*, § 31-7-107

Amend budget as necessary. *Code*, § 19-11-19

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month. *Code*, § 27-1-9

Provide first quarter appropriation for sheriff's department. *Code*, § 19-25-13

Provide first quarter appropriation for tax assessor/collector. *Code*, § 27-1-9

Review and act on tax collector's insolvency list. *Code*, § 27-49-1

Review first quarter limitations on expenditures for road and bridge construction, maintenance and equipment (applicable last year of term in office). *Code*, § 19-11-27

Legal Holidays in October: None.

## NOVEMBER

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Amend budget as necessary. *Code*, § 19-11-19. See also *Code*, §19-25-19

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month. *Code*, § 27-1-9

Review first quarter limitations on expenditures for road and bridge construction, maintenance and equipment (applicable last year of term in office). *Code*, § 19-11-27

Legal Holidays in November: Eleventh day of November (Armistice or Veteran's Day) and the day fixed by proclamation of the Governor of Mississippi as a day of Thanksgiving (Thanksgiving Day). *Code*, § 3-3-7

## DECEMBER

Approve and adopt minutes or confirm president has read and signed them. *Code*, § 19-3-27

Order publication of board proceedings. *Code*, §§ 19-3-33 and 19-3-35

Amend budget as necessary. *Code*, § 19-11-19. See also *Code*, §19-25-19

Disposition of claims docket. *Code*, § 19-13-31

Receive clerk's report of receipts, expenditures and fund balances. *Code*, § 19-11-23

Receive sheriff's report of expenses incurred during the preceding month. *Code*, § 19-25-13

Receive tax assessor/collector's report of expenses incurred during the preceding month. *Code*, § 27-1-9

Authorize publication soliciting competitive bids for county depository may (may be done annually or every two years). *Code*, § 27-105-305

Certain road equipment and machinery notes due by December 15. *Code*, § 19-13-17

Review first quarter limitations on expenditures for road and bridge construction, maintenance and equipment (applicable last year of term in office). *Code*, § 19-11-27

Legal Holidays in December: December 25 (Christmas Day). *Code*, § 3-3-7

#### OTHER MATTERS

Note that each year the board is required to inspect the jail (*Code*, § 19-5-1) and inspect the county roads and bridges (*Code*, § 65-7-117). These inspections will need to be scheduled and the resulting reports submitted for review at a meeting during the year and documented in the board minutes.