# County assembly — backward schedule and 31 reports reviewed

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Six sittings a year, complete notices within the regulatory deadlines · fictional document

**Fictional document — demonstration example**

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**Fictional document**, produced for the demonstration. **A resolution backward schedule is the reverse calendar of an assembly item:** which document must be ready on which date so that the resolution is taken in due form and within the regulatory deadlines. **It is held by the agent and reviewed by the department.**

## The backward schedule of one sitting

| Deadline | What the agent hands over | What the department decides |
|---|---|---|
| **D−21** | **List of the items announced by the departments, with the real state of each one's documents** | The items kept on the agenda |
| **D−14** | **Legal review of the 31 drafts, correction points already drafted** | **The corrections retained** |

| Deadline | What the agent hands over | What the department decides |
|---|---|---|
| **D−12** | **Notice and reports assembled, complete** | **The sending to the county councillors** |
| **D+1** | **Record of decisions, draft minutes, transmission slips to the State representative** | The signature |

## The June sitting — 31 resolutions

| Point reviewed | Number | What is handed over |
|---|---|---|
| **Reports reviewed** | **31** | **4 call for a correction** |
| References to texts to take up | 2 | Version in force and replacement wording |
| Signatory's authority | 1 | **Delegation of signature in force at the planned date** |
| Gap between report and financial annex | 1 | Amount reconciled across the two documents |
| **Earlier resolutions touched** | **7** | **Replacement mentions written into the drafts** |

## What the year gave

| Measure | Last year | This year |
|---|---|---|
| **Complete notices** | **4 of 6** | **6 of 6** |
| **Draft minutes available** | **15 days** | **The next morning** |
| **Resolutions withdrawn from the agenda for a missing document** | **3** | **0** |
| Instrument updates reconciled with a resolution | — | **19 across the 6 sittings** |



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**A June resolution and a 2023 resolution can no longer say two different things about the same rate:** for each item, the list of instruments superseded or amended goes to the department concerned at the same time as the review, **at D−14, with the resolution that commands them.**

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