



## ADMINISTRATIVE PROCEDURES

<b>TITLE: Placing Business Before the Board of Commissioners</b>		<b>PROCEDURE #: 201-A</b>
<b>DEPT: Board of Commissioners' Office</b>		<b>DIVISION:</b>
<b>EFFECTIVE DATE: 4/84</b>	<b>REVIEWED:</b>	<b>REVISED: 1/13</b>

**OBJECTIVE:** To define the public meetings held by the board of commissioners for review and actions of county concern. To set forth rules for bringing issues of county concern to the board of commissioners at public meetings. To ensure that items brought before the board of commissioners are complete, timely, and in an appropriate format.

**REFERENCE:** Policy # 201

**POLICY STATEMENT:** To set forth the processes for board of commissioner discussion, review, and consideration of actions related to county business.

**APPLICABILITY:** All county departments and employees

**PROCEDURES:**

1. Board of Commissioners regularly scheduled public meetings.
  - 1.1. The board of commissioners schedules two public meetings each week for review and action on county business. The board can take formal action only at a public meeting.
    - 1.1.1. Management Update is held on Monday mornings at 9:00 AM in the board's office. The purpose of Management Update meetings is to provide a format for the chief administrative officer (CAO) to bring matters to the board's attention, to seek direction, and/or discuss issues being scheduled for board session. The board, for the most part, does not take formal action during Management Update meetings.
    - 1.1.2. Board Session is held on Wednesday mornings at 9:00 AM in the Commissioners' Board Room. This is a formal meeting for presentations, requests for board actions and public hearings.
    - 1.1.3. Regularly-scheduled public meetings can be cancelled with 24 hours notice. Meetings are cancelled due to lack of a quorum, holiday, or to schedule another public meeting.
  - 1.2. Materials to be submitted for public meetings.
    - 1.2.1. An agenda review or request form identifying the issue for the agenda. The agenda review or request form must be signed by a department director or elected official.

There is an agenda review or request form for management update and for board session meetings. Agenda review and agenda request forms are available on the Board of Commissioners' Intranet page at <http://intra.co.marion.or.us/Dept/BOC/BOC+Meeting+Forms.htm>. This page also provides the requirements for submitting meeting materials to the board's office.

1.2.2. If the item is for formal action, attach a form of the document (proclamation, order, or, resolution) for the board to sign.

1.2.3. Supporting documentation.

1.3. Formal action documents are proclamations, resolutions, orders, and ordinances as described in the policy.

1.4. Formal action documents of a resolution, order, or ordinance must be submitted to legal counsel for review and approval prior to submitting to the board.

1.5. Requests for approval of contracts, agreements, leases, and renewals, modifications/amendments to contracts, grant awards and similar documents must first be submitted to the finance department, attention of Marion County Contracts, for review. Contracts staff will request the item to be placed on the agenda and will notify departments of agenda date. Contractual items requiring board approval must be received by noon on Wednesdays, one week prior to the board's office deadline to allow sufficient time for the contract review process. The board office's deadline is posted at: <http://intra.co.marion.or.us/Dept/BOC/BOC+Meeting+Forms.htm>.

1.6 Materials for Management Update meetings must be received in the board of commissioners' office by noon on the Wednesday preceding the Management Update meeting. Materials for Board Session must be received in the board of commissioners' Office by noon on Wednesdays, one week prior to the Board Session.

2. Board of Commissioners' Work Sessions:

2.1. A Work Session may be requested by any commissioner on any topic. In addition, Work Sessions on topics that are timely, relevant or a concern to the board and to Marion County can be requested by elected officials, department heads, and senior staff.

2.2. No formal action is taken at a Work Session.

2.3. To schedule a Work Session, complete a Work Session Request Form and follow the procedures on the board of commissioners Intranet website at: <http://intra.co.marion.or.us/Dept/BOC/BOC+Meeting+Forms.htm>.

2.4. Work Session documents are to be received in the board of commissioners' office at least one week prior to the scheduled Work Session.

3. Board of Commissioners Executive Sessions:
  - 3.1. An Executive Session is defined in ORS 192.610(2) as “any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.” As applicable to Marion County, the board of commissioners may hold an Executive Session to:
    - 3.1.1. Consider the employment of a public officer, employee, staff member, or individual agent.
    - 3.1.2. Consider the dismissal or discipline of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent who does not request an open hearing.
    - 3.1.3. Conduct deliberations with persons designated by the governing body to carry on labor negotiations.
    - 3.1.4. Conduct deliberations with persons designated by the governing body to negotiate real property transactions.
    - 3.1.5. Consider information or records that are exempt by law from public inspection.
    - 3.1.6. Consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
    - 3.1.7. Review and evaluate the employment-related performance of the chief executive officer, a public officer, employee or staff member who does not request an open hearing.
  - 3.2. The board cannot take formal board action during an Executive Session.
  - 3.3. The CAO or a commissioner may request an Executive Session.
  - 3.4. For an elected official or department head to schedule an Executive Session, an Executive Session Request Form and an Executive Session Agenda will be completed and submitted to the board of commissioners’ office. Forms and additional information are on the board of commissioners’ Intranet website at:  
<http://intra.co.marion.or.us/Dept/BOC/BOC+Meeting+Forms.htm>.
  - 3.5. An Executive Session Request Form must be submitted to the board of commissioners’ office to allow 24 hours notice of the meeting to the media.
  - 3.6. Legal counsel shall be consulted prior to scheduling an executive session.

4. Special Meetings
  - 4.1. A Special Meeting can be called by any commissioner or the CAO.
  - 4.2. A Special Meeting can be called only with 24 hour notice for the consideration of matters of county concern that cannot be accomplished due to time and/or issue considerations at one of the other four public meetings.
  - 4.3. The board may take formal action at Special Meetings.
5. Responsible Party:
  - 5.1. Elected officials and department heads are required to complete and sign the agenda request or review form prior to submitting agenda materials to the board of commissioners' office.
  - 5.2. Elected officials and department heads, or their designees, are required to attend the Board Session Agenda Planning meeting.
  - 5.3. Formal Board Session materials are to be submitted to the board session coordinator, Marion County Board of Commissioners' Office.
  - 5.4. Management Update meeting materials and Executive Session materials are to be submitted to the executive assistant, Marion County Board of Commissioners' Office.
  - 5.5. Contract documents for review are to be submitted to the Marion County Finance Department - Contracts.
  - 5.6. Work Session materials are to be submitted to the economic development manager, Marion County Board of Commissioners' Office.
  - 5.7. Special Meeting requests are to be submitted to the CAO.