

**Marion County  
Publicly Noticed Meetings**

Table 1

Publicly Noticed Meetings	Meeting Type	When and Where	Formal Action by Board	Paperwork due in BOC Office
<b>Public Notice Requirement – Agendas must be sent out at least 24 hours in advance of a public meeting. ORS 192.640</b>				
<b>BOARD SESSION</b>	Weekly meetings held by the Board of Commissioners to hear presentations and matters for formal board action.	<ul style="list-style-type: none"> <li>• Wednesday at 9:00 am</li> <li>• Courthouse Square, Senator Hearing Room</li> </ul>	Yes	By noon the Wednesday before scheduled Board Session.
<b>DH/EO</b> Department Head/Elected Officials Meeting	Monthly meetings held by the Board of Commissioners to present information to county department heads and elected officials.	<ul style="list-style-type: none"> <li>• First Thursday of month</li> <li>• BOC Office</li> </ul>	No formal action. Board can give direction to staff.	Agenda developed by BOC staff. Contact: Jan Fritz
<b>EMERGENCY MEETING</b>	In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances. The meeting notice and minutes shall describe the emergency justifying less than 24 hours' notice.	<ul style="list-style-type: none"> <li>• As needed</li> <li>• Location TBD</li> </ul>	Urgent situation only. If action taken, it will be ratified at the next board session.	As much time as practicable.
<b>EXECUTIVE SESSION</b> ORS 192.660	A meeting of a governing body which is closed to certain persons for deliberation on certain matters.	<ul style="list-style-type: none"> <li>• As needed</li> <li>• BOC Office</li> </ul>	No formal action. Board can give direction to staff.	A minimum of 24.5 hours prior to the meeting.
<b>MANAGEMENT UPDATE</b>	Provides a process for staff to bring forth timely administrative issues for board discussion and review, to seek board direction, or to inform the board about an item on an upcoming board session agenda.	<ul style="list-style-type: none"> <li>• Monday at 9:00 am</li> <li>• BOC Office</li> </ul>	Urgent situation only. If action taken, it will be ratified at the next board session.	By noon the Wednesday before scheduled Management Update.
<b>SPECIAL MEETINGS</b>	With 24 hour notice, meetings can be called for any matter that requires review by the Board of Commissioners.	<ul style="list-style-type: none"> <li>• As needed</li> <li>• BOC Office</li> </ul>	Yes - if needed	At least 24.5 hours prior to the scheduled special meeting.
<b>WORK SESSION</b>	Work sessions are for conversations requiring discussion longer than 15 minutes. The meetings are scheduled to address county issues, gather and analyze information, and clarify problems.	<ul style="list-style-type: none"> <li>• As needed</li> <li>• BOC Office</li> </ul>	No formal action. Board can give direction to staff.	At least 7 calendar days prior to the scheduled Work Session.