



ADMINISTRATIVE PROCEDURES

TITLE: Placing Business Before the Board of Commissioners		PROCEDURE #: 201-A
DEPT: Board of Commissioners' Office		PROGRAM: N/A
EFFECTIVE DATE: 4/84	REVIEWED:	REVISED: 11/18

OBJECTIVE: This procedure establishes the process for placing business before the Board of Commissioners at public meetings.

REFERENCE: Policy # 201

POLICY STATEMENT: This policy establishes the criteria and requirements for placing business before the Board of Commissioners.

APPLICABILITY: All county departments, elected officials, and employees.

PROCEDURES:

1. **REGULARLY SCHEDULED PUBLIC MEETINGS**

The Board of Commissioners schedules two public meetings each week for review or action on county business.

- 1.1. Management Update - Monday at 9:00 a.m. in the Board of Commissioners' Office. These meetings provide a format for the chief administrative officer (CAO) to bring matters to the board's attention, to seek direction, or discuss issues being scheduled for board session. Generally, the board does not take formal action during management update meetings.
- 1.2. Board Session - Wednesday at 9:00 a.m. in the Senator Hearing Room at Courthouse Square. This is a formal meeting for presentations, requests for board actions, and public hearings.
- 1.3. Regularly scheduled public meetings can be cancelled with 24 hour notice. Meetings are cancelled due to lack of a quorum or holiday.
- 1.4. When a department needs to present information to the Board of Commissioners at a public meeting, the department representative is responsible for submitting the necessary documentation to the board's office in accordance with the schedule outlined in this procedure.
- 1.5. The requesting department is responsible for presenting the material to the board during the scheduled meeting.
- 1.6. Preparing items to be placed on meeting agendas:

SUBJECT: PLACING BUSINESS BEFORE THE BOARD OF COMMISSIONERS

- 1.6.1. Resolutions, orders, ordinances, and proclamations must be submitted to legal counsel for review and approval prior to submitting to the board's office for agenda review.
- 1.6.2. Directions and deadlines for placing items on meeting agendas, and required agenda forms are available on the BOC Meeting Forms page of the Board of Commissioners' intranet site.
<http://intra.co.marion.or.us/BOC/Pages/BOC%20Meeting%20Forms.aspx>.
- 1.6.3. Management Update:
 - 1.6.3.1. Materials for management update must be received in the board's office by noon on the Wednesday preceding the requested meeting date.
 - 1.6.3.2. Submit fifteen stapled or clipped packets to include:
 - 1.6.3.2.1. Completed agenda request form; and
 - 1.6.3.2.2. Supporting documents and materials for the commissioners to review.
- 1.6.4. Board Session:
 - 1.6.4.1. Materials for the meeting packet must be received in the board's office by noon on the Wednesday preceding the requested meeting date.
 - 1.6.4.2. The following Board Session documents must be submitted electronically, to the BOC Meetings folder on the county's intranet - ZENworks Application.
 - 1.6.4.2.1. One PDF containing the completed agenda review form and all supporting documentation for the commissioners to review. If the item is for formal action, include the proclamation, order, ordinance, or resolution approved by Marion County Legal.
 - 1.6.4.3. A detailed training document, *Board Session Documents Paperless Submission*, is available on the BOC Meeting Forms page.
<http://intra.co.marion.or.us/BOC/Documents/Board%20Session%20Documents%20Training.pdf>
 - 1.6.4.4. Documents submitted with errors or inaccuracies will be returned to the department for corrections. Errors in submitted documents may result in the item not being placed on the requested agenda.
 - 1.6.4.5. Board session agenda planning is held each Thursday for the following week's meeting.
 - 1.6.4.6. Each requested agenda item is placed either on the consent calendar or action calendar.
 - 1.6.4.6.1. Action items require a presentation by the department seeking the action.
 - 1.6.4.6.2. It is the responsibility of the requesting department to monitor if their requested item is on the consent or action agenda.
 - 1.6.4.7. The *Formal Board Action Instructions* document on the BOC Meeting Forms page outlines presentation guidelines.
<http://intra.co.marion.or.us/BOC/Documents/Board%20Action%20Instructions.pdf>
 - 1.6.4.8. Original contracts requiring signature must be delivered to the board's office by the Friday preceding the requested board session.

SUBJECT: PLACING BUSINESS BEFORE THE BOARD OF COMMISSIONERS

1.6.4.9. 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.

1.6.4.9.1. Contracts staff will request the item to be placed on the agenda and will notify departments of the agenda date.

1.6.4.9.2. Contractual items requiring board approval must be received in the finance department by noon on the Wednesday two weeks prior to the requested board session to allow time for the contract review process.

2. WORK SESSION

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 designated 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 county intranet, BOC Meeting Forms page.

2.4. Work session documents are to be received in the board's office at least one week prior to the scheduled work session.

3. EXECUTIVE SESSION

3.1. 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; or

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 action during an executive session.

SUBJECT: PLACING BUSINESS BEFORE THE BOARD OF COMMISSIONERS

- 3.3. Legal counsel must be consulted prior to scheduling an executive session.
- 3.4. Elected officials, the county administrative officer, or department heads may request an executive session.
- 3.5. The following materials must be received in the board's office at least 24 hours prior to the meeting.
 - 3.5.1. Request form; and
 - 3.5.2. Executive session agenda.
- 3.6. Forms and additional information are on the county intranet, BOC Meeting Forms page.

4. SPECIAL MEETINGS

- 4.1. Elected officials, the CAO or designee, or department heads may request a special meeting.
- 4.2. Special meeting requests are to be submitted to the CAO.
- 4.3. Special meetings can be called, with at least 24 hour notice, for the consideration of matters that are time sensitive and cannot wait until the next scheduled public meeting.
- 4.4. The board may take formal action at special meetings if needed.

5. RESPONSIBLE PARTY

Elected officials and department heads are required to sign their department's completed agenda request and agenda review forms prior to submitting agenda materials to the Board of Commissioners' Office.

Attachment:

Table 1: Publicly Noticed Meetings