

COOS COUNTY RULES

CHAPTER 1 – BOARD POLICIES AND PROCEDURES

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1.005 Definitions

The following definitions are applicable to the terms set forth below when they appear capitalized in Chapter 1 of the Coos County Rules:

“**Board**” means the Coos County Board of Commissioners.

“**Chair**” means the chairperson of the Coos County Board of Commissioners selected in accordance with CR 1.015.

“**Commissioner**” means a member of the Coos County Board of Commissioners.

“**Department Head**” means the appointed head of a County department or office, but does not include Elected Officials.

“**Elected Official**” means the elected head of a County office or the person appointed to fill a vacancy in such a position, but does not include Commissioners.

“**Vice-Chair**” means the vice-chairperson of the Coos County Board of Commissioners selected in accordance with CR 1.015.

The following sets forth by position the Department Head or Elected Official with respect to each County department and office for purposes of Chapter 1 of the Coos County Rules:

- (a) Assessor’s Office: Assessor
- (b) Community Corrections: Director
- (c) County Clerk’s Office: County Clerk
- (d) County Counsel’s Office: County Counsel
- (e) District Attorney’s Office: District Attorney
- (f) Forestry Department: County Forester

(g) Health Promotion Department	Director of Coos Health & Wellness
(h) Human Resources Department:	County Counsel
(i) Information Technology Department:	Director
(j) Juvenile Department:	Director
(k) Maintenance Department:	Director
(l) Behavioral Health Department:	Director of Coos Health & Wellness
(m) Parks Department:	Director
(n) Community Development:	Director
(o) Public Health:	Director of Coos Health & Wellness
(p) Public Works Department:	Public Works Director / Roadmaster
(q) Sheriff's Office:	Sheriff
(r) Solid Waste Department:	Public Works Director
(s) Surveyor's Office:	Surveyor
(t) Tax Department:	Tax Collector
(u) Treasurer's Office:	Treasurer
(v) Veteran's Assistance Office:	Officer
(w) Finance Department	Finance Director

1.010 Organization

The Chair presides at Board meetings and has a vote on each matter before the Board. The Chair may make motions or second motions. The Vice-Chair presides when the Chair is absent.

1.015 Appointment of Chair and Vice-Chair

- (1) Pursuant to ORS 203.240(1)(c), the Board will appoint a chairperson from among their number who shall serve until the first Monday in January next following appointment. If two members of the board cannot agree on the appointment of a chairperson, the member of the board who is longest in length of service shall act as chairperson.
- (2) If there is a vacancy in the Chair or Vice-Chair position, the Board will appoint a replacement at the first regular meeting following the vacancy.

1.020 Minutes

- (1) The Board's Administrative Assistant will make a written record of all Board meetings. Once the written minutes are approved by the Board of Commissioners, they will be filed with the County Clerk's office.
- (2) The written record will comply with the Oregon Public Meetings Law. The records will be accessible to the public during regular office hours.

1.025 Meetings

- (1) Meetings Generally:
 - (a) All meetings of the Board are open to the public, except executive sessions (ORS 192.660).

(b) The Board holds its regular meetings on the first, third and fifth Tuesdays of each month to deliberate on County business and make decisions, except in the event that the Chair finds it necessary to reschedule or cancel a meeting.

(c) The Board holds special meetings on such other days as necessary for briefings, executive sessions, work sessions and joint meetings. The Chair may schedule or cancel special meetings or combine them with regular or other special meetings.

(d) When it is in the public interest, the Board by majority vote at any meeting may adjourn to another time or to another location that complies with Oregon Public Meetings Law.

(2) Work Sessions:

(a) Any Commissioner may call for a work session. The work session notice must include an agenda of items for consideration. The notice must be delivered in such a manner as to ensure that Commissioners receive actual notice of the meeting.

(b) Board action at a work session will be listed on the consent calendar portion of the next regular meeting agenda.

(3) Executive Sessions:

(a) The Board may meet in executive session in accordance with state law. At the beginning of each executive session, the statutory authority for the meeting must be stated.

(b) The Board will require that representatives of the news media and all other attendees are specifically directed not to disclose specified information that is the subject of the executive session.

(4) Emergency Meetings: Emergency meetings may be called by any Commissioner, Elected Official, or Department Head.

1.030 Notice and Agenda

(1) The Board's Administrative Assistant will maintain an interested person Board meeting notice list. The list will include the names and email addresses of interested persons including news media that have requested notice of Board meetings. The Administrative Assistant will give notice stating the time and place of Board meetings and the agenda, if applicable, to persons on the list unless email service is unavailable, post the notice to the bulletin board in the County Courthouse, and post the notice to the Board's internet website, unless it is unavailable. Agenda packet materials will also be posted to the website, unless it is unavailable.

(a) Notice will be given at least 72 hours before each regular meeting.

(b) Notice will be given at least 24 hours before each special meeting.

(c) Emergency meetings will be noticed as provided for under state law.

(2) Each Commissioner, Elected Official, and Department Head may place matters on a Board meeting agenda. The person who places a matter on a Board agenda may withdraw or postpone the matter at any time before the start of the meeting. If the meeting has begun, the Board must decide to continue the matter to another date or postpone it indefinitely.

(3) The procedure for preparation of the agenda for regular meetings is as follows:

(a) The Commissioner, Elected Official, or Department Head placing an item on the agenda, or his or her designee, will complete an Agenda Item Coversheet. The Requested Action must be written in the form of the motion requested to be made, if applicable. All supporting documents

must be attached to the Agenda Item Coversheet and, if the agenda item involves approval of a contract, a Contract/Grant Summary Form must also be attached. The Agenda Item Coversheet must be signed by the Commissioner, Elected Official, or Department Head placing the item on the agenda, and it is his or her responsibility to ensure that all necessary agenda item forms are fully and accurately completed, to attend the meeting as the sponsor of the item and be available to answer any questions, and to ensure that all necessary supporting documents are attached. Incomplete agenda items may be subject to rejection or delay.

(b) All requests for placement of an agenda item on the consent calendar must be indicated on the Agenda Item Coversheet. Any agenda item otherwise eligible for placement on the consent calendar may instead be placed on the regular agenda at the discretion of the Chair. Only the following categories of agenda items are eligible for placement on the consent calendar:

- (i) Approval of minutes;
- (ii) Ratification of routine expenditures, tax overpayments, and adjustments and transfer of funds within the budget;
- (iii) Routine orders and resolutions, such as those for setting hearings or for approving items not subject to the discretion of the Board;
- (iv) Items previously approved by the Board;
- (v) Cancellation and reissuance of checks;
- (vi) Software licenses and maintenance agreements;
- (vii) Post-Action Notifications pursuant to County Rule 10.043(5).

(c) The Agenda Item Coversheet and supporting documents must be submitted to County Counsel's Office no later than 12:00 p.m. (noon) on the Monday that is eight (8) calendar days before the date of the regular meeting for which the agenda item is intended. It is the responsibility of the Commissioner, Elected Official, or Department Head requesting an agenda item to ensure that more complex agenda items and agenda items with lengthy supporting documents are submitted to County Counsel's Office with sufficient additional time to allow for their review.

(d) After reviewing and approving each agenda item, Counsel's Office will forward the agenda item to the Treasurer's Office and/or the Human Resources Department, as appropriate, for further review and approval.

(e) When review and approval by Counsel's Office and, if appropriate, the Treasurer's Office and/or Human Resources Department are complete, the last of the aforementioned departments to review an agenda item will deliver the item to the Board's Administrative Assistant. The deadline for receipt by the Board's Administrative Assistant in order for an item to be placed on the regular agenda or consent calendar is 12:00 p.m. (noon) on the Wednesday that is six (6) calendar days before the date of the regular meeting for which the agenda item is intended.

(f) The Board's Administrative Assistant will determine the order of items on the agenda, in consultation with the Chair, subject to the following guidelines:

- (i) Agenda items necessitating the attendance and/or participation of non-County employees, such as parties to a hearing or consultants making reports to the Board, should be placed first on the regular agenda.
- (ii) When a department requests multiple agenda items for a single meeting, those items should appear consecutively on the regular agenda.

- (iii) Items necessitating the attendance of employees of County departments located outside of Coquille should be placed ahead of items requested by departments located in Coquille.
 - (iv) Reasonable requests for particular placement on the regular agenda due to scheduling constraints should be honored to the maximum extent practicable.
 - (g) Items which are not received by the above deadlines but which are reviewed and approved by Counsel's Office and, as appropriate, the Treasurer's Office and/or Human Resources Department, and received by the Board's Administrative Assistant by 9:00 a.m. on the Monday that is one (1) calendar day before the date of the regular meeting for which the agenda item is intended, may be placed on the agenda as late agenda items. If late agenda items will be part of a regular meeting, the Board's Administrative Assistant will circulate and post an amended agenda in the same manner as the original agenda as soon as is practicable after the late agenda item deadline. Any agenda item otherwise eligible for placement on the agenda as a late agenda item may instead be held until the next regular meeting, or another appropriate later meeting, at the discretion of the Chair.
- (4) The procedure for preparation of the agenda for special meetings is as follows:
- (a) The Commissioner, Elected Official, or Department Head placing an item on the agenda will notify the Board's Administrative Assistant and provide all necessary supporting documentation no later than 12:00 p.m. (noon) on the day that is four (4) business days before the date of the meeting for which the agenda item is intended.
 - (b) The Board's Administrative Assistant will prepare the agenda no later than 12:00 p.m. (noon) on the day that is three (3) business days before the date of the meeting. The Board's Administrative Assistant will determine the order of items on the agenda, in consultation with the Chair.
 - (c) Immediately after the agenda has been completed, the Board's Administrative Assistant will submit it to Counsel's Office for review and approval prior to circulation and posting of the agenda. Counsel's Office will consult with the Treasurer's Office and/or the Human Resources Department, as appropriate, regarding the agenda.
 - (d) It is the responsibility of the Commissioner, Elected Official, or Department Head requesting an agenda item to ensure that more complex agenda items and agenda items with lengthy supporting documents are submitted to Counsel's Office with sufficient additional time to allow for their review.
 - (e) No agenda will be required for executive sessions.
- (5) For emergency meetings, the Commissioner, Elected Official, or Department Head calling the meeting will work in conjunction with Counsel's Office and the Board's Administrative Assistant to prepare an agenda and to circulate it, to the maximum extent practicable under the circumstances. When it is not reasonably practicable to prepare and/or circulate an agenda, no agenda will be required.
- (6) The above procedures and timelines may be modified at the discretion of the Chair in order to accommodate County holidays, employee work schedules, and other circumstances. Notice of any such modification will be sent to the Commissioners, Elected Officials, and Department Heads as far in advance as is practicable.

1.035 Items Not on the Agenda

- (1) Consistent with the requirements of ORS 192.640(1), a Commissioner, Elected Official, or Department Head may request that the Board consider a matter not on the agenda. The Commissioner, Elected Official, or Department Head making such a request must provide five (5) copies of an Agenda Item Coversheet, completed in accordance with the requirements of CR 1.030(3)(a), to the Board's Administrative Assistant at the meeting at which the item is requested to be considered.
- (2) The Board may act on an item not on the agenda if all Commissioners present vote in favor of a motion to immediately consider the matter.
- (3) For the matter to be adopted, all Commissioners present must vote in favor.
- (4) This Section does not apply to agenda items included on an agenda as late agenda items pursuant to CR 1.030(3)(g).

1.040 Attendance, Quorum

- (1) Commissioners will provide written or email notification of all anticipated absences from Board meetings to each other and the Board's Administrative Assistant.
- (2) Commissioners may attend Board meetings by telephone or other electronic means as available resources allow and as permitted by Oregon Public Meetings Law.
- (3) A quorum consists of two Commissioners.

1.045 Voting

- (1) After a motion and second, the Chair or presiding officer may request an explanation of the agenda matter by the item's sponsor and allow Board discussion. At the conclusion of Board discussion, the Chair or presiding officer will state the motion before the Board and call for the vote.
- (2) After the call for the vote, no further discussion is permitted, but the Chair or presiding officer will permit the maker to withdraw the motion to allow further discussion.
- (3) No voting abstention is allowed, except if there is a conflict of interest, as set forth in ORS Chapter 244.
- (4) Commissioners will vote orally. A roll call vote will be conducted if requested by any Commissioner. The presiding officer will announce the results of the vote, and the vote of each Commissioner will be recorded.
- (5) Motions and amendments to motions fail if there is a tie vote.
- (6) The consent calendar must be approved by a single motion, second and vote of the Board. At the request of any Commissioner, a consent calendar item will be removed from the consent calendar and considered on the regular agenda.
- (7) Agenda items may be taken out of order at the discretion of the Chair or presiding officer.

1.050 Public Testimony

- (1) The Chair or presiding officer may regulate the length and timing of public participation and limit appearances to presentations of relevant points.
- (2) To assist persons wishing to testify at Board meetings, the Board's Administrative Assistant will make public sign-up sheets available. Persons will be called to testify in the order they are

submitted to the Board's Administrative Assistant, unless otherwise recognized by the Chair or presiding officer. Each person wishing to testify must state their first and last name and city or area of residence for the record. Anonymous comments and unsigned communications are not part of the public testimony process.

- (3) A person wishing to include documents as part of his or her public testimony should provide ten (10) copies of such documents to the Board's Administrative Assistant for distribution to the Board and the public. Documents introduced generally cannot be returned.
- (4) Audio-visual aids may be used if the Board's Administrative Assistant is notified at least one (1) business day in advance and the Chair or presiding officer approves their use.
- (5) The Chair or presiding officer has authority to keep order and impose reasonable restrictions necessary for the efficient and orderly conduct of a meeting. Any person who fails to comply with reasonable rules of conduct or who creates a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.
- (6) Any member of the public making a comment or asking a question must first be recognized by the Chair or presiding officer. All comments and questions will be directed to the Chair or presiding officer.

1.055 Department Work Group Meetings

- (1) Department Work Group Meetings Generally:
 - (a) The purpose of the Department Work Group Meetings is to promote discussion, information sharing, and cooperation and coordination among County departments and offices.
 - (b) Department Heads report to the Board. The Department Work Group Meetings are intended to facilitate oversight of the County's departments and offices by the Board as a whole.
 - (c) Each Department Work Group Meeting shall consist of the Board and the Department Heads and Elected Officials in charge of the County departments and offices set forth in CR 1.005 above.
- (2) Department Work Group Meetings:
 - (a) Meetings of the Department Work Group are work sessions for the purposes of this Chapter and are subject to all other applicable provisions of this Chapter.
 - (b) The Board will determine meeting schedule and frequency for the Work Group sessions.
 - (c) In addition to the other provisions of this Chapter applicable to work session agendas, the Board's Administrative Assistant will circulate the agenda for Work Group meetings to all Elected Officials and Department Heads via email.
 - (d) Representatives of outside agencies and organizations are encouraged to attend Department Work Group meetings as appropriate based on the topics scheduled to be discussed.

1.060 Commissioner Liaisons

- (1) Commissioner Liaisons Generally:
 - (a) The purpose of a commissioner liaison is to act as an external representative and:
 - i. To fulfill the coaching, accountability, and basic supervisory needs for the Department Heads of the County departments and offices to which that Commissioner is assigned as liaison.

- ii. To work in an advisory capacity with the Elected Officials in charge of each County Office to which that Commissioner is assigned as liaison.
- (b) It is not the role of a Commissioner liaison to act as a decision-maker or policy-maker for substantial internal issues unless such authority is specifically delegated by the Board.
- (2) Commissioner Liaison Assignments:
 - (a) During the first Board meeting in January of each year, and at such other times as the Board may deem appropriate, the Board will take up the matter of the assignment of liaison responsibilities to each Commissioner.
 - (b) The Board will assign a liaison Commissioner to each County department and office.
 - (c) When deemed appropriate by the Board, the Board may also assign a liaison Commissioner to particular major projects, external groups or agencies, or other subjects or entities.

1.065 Application of Rules

The Board is the governing body for the Coos County Area Transit Service District, the Coos County Library Service District, and the Coos County 4-H and Extension Service District. The Board also sits as part of the Coos County Budget Committee, the Public Contract Review Board, and in other capacities. These Rules apply to the meetings of the Board in all capacities.

1.070 Publication of Rules

- (1) A copy of these Rules shall be available on the Coos County website and at all regular and special meetings of the Board.
- (2) A copy of these Rules shall be provided to each Commissioner.

1.075 Miscellaneous

Failure to comply with any rule not otherwise required by law shall not be the basis for contesting, modifying, or voiding any action of the Board or for any other legal cause of action.