

Chatham County Board of Commissioners Roles and Expectations

COMMISSIONERS' EXPECTATIONS OF EACH OTHER

Support one another as public servants
Respond to constituents (and share communications and response amongst board/chair)
Work a problem to find solution
Conduct office in accordance with the School of Government policies and training provided to commissioners and in accordance with the oath of office
Do not dump on staff; be mindful of their workloads
Allow one another sufficient time to express an opinion
Show respect for one another, especially in public settings.
Keep each other informed on issues as it pertains to the full board
Reach out to constituents of all demographics
Listen, not to respond, but to hear
Show up to meetings prepared
Keep discussions on topic
Respect inherent value of all opinions Refrain from side comments and do not belittle others' opinions.
Refrain from making assumptions
Discuss rationale for decisions on votes
Actively work to build consensus
Be mindful of commitment to represent the WHOLE county, not just district, income bracket, one organization, race; get broad input.

Procedural

Communicate clearly; speak into the microphone
After the agenda is published, notify the county manager and clerk of any emergency voting items as soon as possible.
Use County email for communication
Conduct Annual Review of the County Manager

EXPECTATIONS OF CHAIRPERSON
Anything that commits the Board is subject to full Board review
Encourage all board members to recognize and follow expectations for board members
Keep meetings on track and moving
Help facilitate conversations among board members
Liaise with the County Manager
Transcend commissioner role to provide leadership and work through conflicts
Maintain control of meetings and use the gavel when appropriate
Assure public input
Manage commissioners' meetings in a way that allows for everyone to be heard and not monopolize
Participate in the discussion after everyone else has had their say, but do participate
Communicate with individual board members to share info and facilitate work of the board
Set the agenda and bring up issues and concerns
Speak for the board/county for formal events and emergencies
Ask speakers to speak into the microphone
EXPECTATIONS OF VICE-CHAIRPERSON
Have close communication with the chair on board matters
Have input on the agenda and bring up issues and concerns
Be as familiar with the agenda as the chair
Be prepared to conduct the meeting and know the agenda items

EXPECTATIONS OF THE COUNTY MANAGER
Communicate to all board members when one board member has asked a question
Questions without policy implications do not have to be sent to all
Be diligent and prompt
Motivate and direct staff
Keep the BOC apprised of county developments (emergent issues)
Coordinate the budgeting process
Carry out full board directives; do not act on directives from one commissioner if there are significant policy implications
Communicate often on emergencies and important issues
Provide suggestions and guidance when appropriate
Provide the same information to all BOC members
Minimize surprises to the board
Work to implement BOC goals; helpful if goals are discussed formally
Provide insight and direction on issues as experience and knowledge allow
Supervise county staff
Communicate frequently and effectively with members of the BOC, town managers, and superintendent of schools
Facilitate Annual Review of the County Manager

COUNTY MANAGER EXPECTATIONS OF THE BOARD OF COMMISSIONERS
The board should consult with the manager before major policy decisions, not at the meetings without a heads up (no surprises!)
Unexpected Requests at BOC meetings should be referred to staff for review
The manager reports to the full board, not one member
Request agenda items through the clerk with lead time for staff review and analysis
Request staff work through the manager and the manager will request through department heads
It is ok to ask department heads for information directly, please copy the County Manager
Ask when you get or have questions about how departments operate or projects they're involved in

EXPECTATIONS OF THE COUNTY ATTORNEY
Seek out implications of ordinance changes
Be diligent on details of law
Provide unbiased legal advice
Provide timely follow-up and progress reports on legal matters
Provide support for the board chair to manage BOC meetings, i.e. procedure
Advise on legal issues, even if we do not ask
Help members ascertain legal grounds on issues that might arise or are being considered

COUNTY ATTORNEY EXPECTATIONS OF THE BOARD OF COMMISSIONERS
Please provide full information when asking for legal advice/questions
Do not share confidential information outside of closed sessions
The BOC has agreed that if one commissioner goes to the attorney, the attorney will <u>keep that conversation confidential</u> . <u>The attorney will</u> respond to all if the commissioner asks or agrees, unless the attorney has an ethical obligation to do so.
Do your best not to surprise the attorney in public.
Identify and discuss possible conflicts or ethical issues in advance.

EXPECTATIONS OF THE CLERK TO THE BOARD
Conduct the public input roster at the regular meetings
Take accurate minutes
Be responsive to informational questions
Communicate to all board members when one member asks a question
Provide timely reports and distribution of information
Find details as requested or point to appropriate records; research if needed
Send out Weekly Update
Track committee updates for BOC reports

CLERK TO THE BOARD EXPECTATIONS OF THE BOARD OF COMMISSIONERS
Clerk is in service to the full board, not individual elected officials
Clerk is also in service to the entire organization and residents
Check email in a timely manner (every couple of days at a minimum)
Include chair, vice-chair and county manager on requests (ex. agenda items)
Use county email for all county business