

Board of Commissioners Rules of Procedures Discussion



Monday, February 19, 2024

Rule 2 – Organization of the Board

Rule 2: On the first Monday in December following a general election in which County officers are elected, the Board shall meet at the regular meeting time and place. The Board member who served as the Chair of the Board of Commissioners during the preceding year shall call the meeting to order, except if the Chair was not reelected, the duty shall fall to the Vice Chair. In the case where neither the Chair or the Vice Chair were reelected, the duty shall fall to the members of the Board of Commissioners who have already been sworn in and shall be determined by seniority. The newly elected members of the Board who are present shall take and subscribe the oath of office as the first order of business. As the second order, the Board shall elect a chair and vice chair from its members.

What is the process for choosing the Chair and Vice Chair?

Rule 3 – Agenda Preparation

Rule 3: Agenda Preparation. The Clerk to the Board of County Commissioners shall prepare the agenda for each regular, special, and emergency meeting. A request to have an item of business placed on the agenda for a regular meeting, along with any supporting material, must be received by the Clerk at least two weeks before the meeting. In unusual circumstances, the Chair, Vice Chair, and/or County Manager may make exceptions to the deadline. Any Board member, by a timely request, may have an item placed on the agenda. The Board may, by majority vote, add an item to the agenda during its motion to approve the agenda.

Who places items on the agenda?

Rule 5 – Consent Agenda

Rule 5: Consent Agenda. For purposes of speeding up the business of the Board and reserving valuable Board time for deliberating on important issues by dealing quickly with routine items, the Board shall use a consent agenda. Items for inclusion within the consent agenda shall be selected by the Board Chair and Vice Chair upon the recommendation of the Agenda Review Committee. Only routine and non-controversial items will be considered eligible for inclusion within the consent agenda. Consent agenda items will be grouped together on the agenda and acted upon by one motion and vote of the Board of Commissioners. At the request of any Board member or citizen, items shall be removed from the consent agenda and placed on the regular agenda. In the minutes of the meeting, actions passed in the consent agenda will be recorded individually and in full. The Clerk to the Board of Commissioners shall record each of the items with separate votes indicated, as if each item was adopted separately.

Should the request of citizen be removed?

Rule 5A Public Input & Rule 25 Public Comment

Rule 5A: Public Input Session. Following approval of the consent agenda, the Board of Commissioners shall hold at each Board meeting a 30 minute session for public input. During this session the Board will hear comments from the general public on any subject, Speakers will be limited to three minutes and are required to sign up in advance. Individuals who sign up to speak, but who cannot because of time constraints, will be carried to the next meeting day and given priority.

Rule 25: Public Comment. Comments received by the public during the course of a meeting not in the context of a public hearing shall be made as follows:

1. A member of the public wishing to speak must raise his/her hand and be recognized by the Chair or called on by the Clerk.
2. Speakers must approach the podium and state their name and for the record. The Clerk to the Board shall have the right to interrupt the speaker if this information is not given or is not clear. Persons prevented from approaching the podium by a disability may stay seated. The Chair shall designate a staff member to obtain the person's name.
3. Before allowing public comment, the Chair should ask for a show of hands from those members of the audience who wish to speak. Generally, comments will be limited to three minutes per speaker. The time allotted for speaking may be adjusted by the Chair. The Clerk to the Board shall serve as the official time keeper.
4. Large groups of citizens may be asked to designate representatives of their group.

Should these be combined?

Rule 8 – Parliamentarian

Rule 8: Parliamentarian. The Clerk to the Board or County Attorney shall rule on points of parliamentary procedure.

Should this be one individual?

Rule 18 – Duty to Vote

Rule 18: Duty to Vote. It is the duty of each member to vote unless excused by a majority vote according to law. The Board may excuse members from voting on matters involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the Chair, who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.

No Rules Identified

1. Required Ethics Training
2. Incorporate an orientation and approval of the Rules and Procedures and Ethics at the Organizational meeting in December each year.
3. Planning Rules are currently in a separate policy, and it is suggested they be incorporated into the same Rules of Procedures.

Discussion