

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of an Order Amending the)
Curry County Agenda Item Policy) **ORDER NO. 23310**
)

WHEREAS, Curry County adopted the Agenda Item Policy under Order 23196, and it was subsequently amended by Order No. 23302; and

WHEREAS, a recommendation was made to revise Section 5.1 – Board Meetings.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT Curry County Agenda Item Policy, Section 5.1 – General Meetings, shall be amended to read as follows:

“General Meetings are usually held at 6:00 p.m. on the 1st Wednesday and 3rd Thursday of each month, or as otherwise determined by the Board.”

DATED this 4th day of October, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

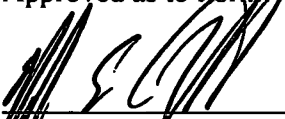


John Herzog, Chair



Brad Alcorn, Vice Chair

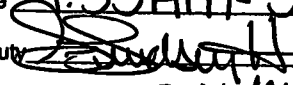
Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Frost, Commissioner

052023-229
Curry County Clerk, Shelley Denney
Filed Date 10 | 6 | 23
Time 9:55 Am - 5 pgs
Deputy 
S. Lindsey Harris



CURRY COUNTY AGENDA ITEM POLICY

PROCEDURES FOR THE SUBMISSION, PREPARATION, AND FINALIZATION OF THE AGENDA

1. FORM OF SUBMISSION

Items to be placed on a County Board meeting Agenda must be submitted to the Board of Commissioners ("BOC") Office by email to BOC_Office@co.curry.or.us or by personal delivery by 5:00 p.m. on the Wednesday preceding the Board Meeting ("Submission Deadline"). Generally, items not meeting the requirements set forth by this Policy will not be added to the Agenda. Complete submissions should include, but are not limited to the following:

- a) Current ARS Form – ask BOC Office staff if you are not sure what version is current.
- b) Order (if applicable).
- c) Supporting documentation.
- d) Signature-ready documents such as contracts, agreements, letters of support, etc.

2. AGENDA ROUTING SLIP ("ARS")

The ARS Form is developed, and may be revised as needed, by the BOC Office staff. The ARS Form shall be used by all County Departments and Offices to place items on the Agenda of any Meeting of the Board of Commissioners.

3. FINALIZING OF AGENDA

Meeting Agendas will be finalized by noon on the Friday preceding the Board Meeting and will be published on the County Website at that time, as well as by all other means required by Public Records Law. Should the Friday preceding the Meeting fall on a holiday, publication of the Agenda shall occur on the Thursday preceding the Meeting, or another date as dictated by the Board Chair. Authority to view items on an unpublished Agenda shall be limited to the Board of Commissioners and Legal Counsel.

4. AGENDA RESPONSIBILITY

Agenda items from Elected Officials shall be placed on the Agenda as received, unless further information or clarification is requested by the Board or Legal Counsel. Agenda items must be submitted by Department Heads or their designee with approval of the Department Head. Department Heads are the Quality Control person for agenda items submitted include all necessary attachments. Agenda items shall include the name and department of the individual submitting the item, as well as any other individuals who will be present at the meeting to respond to inquiries regarding the item.

5. BOARD MEETINGS

5.1 General Meetings: General Meetings are usually held at 6:00 p.m. on the 1st Wednesday and 3rd Thursday of each month, or as otherwise determined by the Board. The

yearly Board Meeting schedule shall be determined at the last Board Meeting in December of each year. Changes to the Meeting schedule may only be made by a majority vote of the Board. All attempts will be made to not schedule more than one Meeting and one Workshop on any given day. The following types of Agenda items may be addressed at General Board Meetings:

5.1.1 Consent: Items on the Consent Agenda must not require discussion by the Board. Most items in this category will require an Order. The Board retains discretion to change any Consent item to an Action/Discussion item at any time prior to the approval of the Consent Agenda. Some examples of appropriate items for the Consent Agenda include, but are not limited to:

- ◇ Contracts which have been reviewed and approved by County Legal Counsel.
- ◇ Budgeted purchases.
- ◇ Licenses and permits not requiring a public hearing.
- ◇ Policy revisions and updates.
- ◇ Previously tabled or discussed items as directed.
- ◇ Meeting Minutes.
- ◇ Actions pursuant to existing policies (i.e. fund transfers or donation resolutions.)
- ◇ General housekeeping items as approved by the Board.
- ◇ Other items as approved by the Board.

5.1.2 Public Hearing: Matters requiring a public hearing shall include a copy of the published notice of the public hearing, as well as any applicable background information. Requested action on matters requiring a public hearing should be clearly phrased and shall be coted on after the comment period provided by the Public Hearing.

5.1.3 Discussion/Action: These items must specifically state the requested action and provide adequate background information. Action Items, with few exceptions, require an Order or other signature-ready documentation (such as an Agreement or Contract) to be attached. If you need assistance preparing Orders, please reach out to Legal Counsel.

5.1.4 Direction Requested: During the meeting, the Board will make determinations about the best course of action and direct the Department Head or other County staff accordingly. Direction Requested items do not require an Order to be submitted in advance. These items generally require additional background information. Orders for decisions on Direction Requested items shall be prepared after the Board provides direction.

5.1.5 Presentation: Presentations can be made by Elected Officials, County staff, or by outside individuals upon invitation by a Department Head or Elected Official. The ARS provided with the presentation shall clearly indicate who will be presenting, the proposed time for the presentation, and should include as an attachment the PowerPoint presentation or any other relevant information.

5.2 Workshop: A Workshop can be scheduled by any Commissioner or Department Head. Decisions on Workshop topics may not be made during a Workshop Meeting. Should a decision be warranted, an Agenda item will need to be added to the Agenda of an upcoming Board Meeting.

5.3 Executive Session: The Board of Commissioners, at any Public Meeting, reserves the right to amend the Agenda to include an Executive Session. If a Meeting is held for the sole purpose of holding an Executive Session, a minimum 24-hour notice shall be given to the members of the Board of Commissioners, to the general public, and to news media which have requested notice, stating the specific provision of law authorizing the Executive Session, but in no case shall be held in conflict with the provisions of ORS 192.660, as currently written or subsequently amended.

5.4 Special Meetings: Special Meetings may be scheduled in the case that a Board must deliberate on an action in consideration of a deadline, and when no General Meeting has been scheduled soon enough to address such action. No Special Meeting shall be held without at least 24 hours' notice to the parties entitled to notice by Oregon Law, or that have otherwise requested notice.

5.5 Emergency Meetings: In the case of a legitimate emergency, Emergency Meetings may be called for at any time without required minimum notice, provided, however, that all Commissioners, Legal Counsel, and the public shall be given as much notice as is possible in consideration of a pending or current emergency.

6. ATTACHMENTS

6.1. Contracts & Agreements: Any proposed Contract or Agreement must be reviewed by Legal Counsel prior to submission. When submitted for signature, instructions to BOC Office staff for obtaining signatures from other parties should be included. All original Contracts and Agreements shall be filed with the County Clerk once signed by all parties.

6.2. Orders: If there are questions as to the formatting or content of an Order, please contact Legal Counsel. Generally, Orders shall be in the following format:

- ◇ Times New Roman font, size 12 pt.
- ◇ One-inch margins.
- ◇ All signature lines shall be on the same page, with at least one line of text preceding the signature block (not including the "date" line.)
- ◇ The date of the Order is the date that the action was approved by the Board.
- ◇ Headings are bold, with the first letter of each word capitalized in the title of the Order (excluding prepositions.)

6.3 Resolutions & Ordinances: Please contact the Legal Counsel Office regarding Resolutions and Ordinances, as they may require additional steps to be taken prior to their presentation to the Board.

6.4 Supplementary Background Information: No handouts are to go the Board

during the Meeting unless already provided in the background information. Background information should sufficiently explain the action requested, including options, financial, other action taken, consequences of action/non-action, and your recommendation. Information provided should be sufficient so that the Board can make a decision based on the information you submit. Information submitted with the Agenda item should not include any information that is private or confidential in nature. Please contact BOC Office staff if you are unsure if information should be redacted.

7. REVIEW

All Agenda items will be reviewed by Legal Counsel prior to final placement on the Agenda. Changes will be made as needed for clarity, understanding, provision of additional information, etc. The Board Chair and Legal Counsel reserve the right to not place items on the Agenda, or to remove items from the Agenda. In the event that an item is removed, the submitting Department Head or Elected Official shall be notified as soon as is practicable.

8. LATE-SUBMITTED ITEMS

Only upon request by the submitting Department Head or Elected Official, and subject to the discretion of Legal Counsel, may late items be placed on the Agenda.