



**CURRY COUNTY
BOARD OF COMMISSIONERS**

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AGENDA PROCEDURES

1. FORM OF SUBMISSION

Items to be placed on a County Board meeting Agenda must be to the Board of Commissioners ("BOC") Office (BOC_Office@co.curry.or.us) by 5:00 p.m. on the Thursday preceding the Board meeting ("Submission Deadline"). Agenda items may be submitted in hard copy or electronic format.

Generally, items not meeting these requirements will not be added to the Agenda. Complete submissions 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) - *see §6.2 for more information regarding Orders*
- c) Supporting documentation
- d) Signature-ready documents such as contracts, agreements, letters of support, etc.

2. AGENDA ROUTING SLIP ("ARS")

The ARS is developed, and may be revised as needed, by the BOC Office staff. This 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 Monday preceding the Board Meeting and will be published on the County Website at that time. Should the Monday preceding the Meeting fall on a holiday, publication of the Agenda shall occur on either the Friday or the Tuesday preceding the Meeting, at the discretion of 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 Authority to view items on an unpublished Agenda shall be limited to the Board of Commissioners and Legal Counsel.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 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 on behalf of their Department and are responsible for ensuring that 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 9:00 a.m. on the 1st and 3rd Wednesdays of each month. The yearly Board Meeting schedule shall be determined at the first Board Meeting in January. 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 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 voted 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 or any other information that will be presented.

5.2 Workshop: A Workshop can be scheduled by any Commissioner or Department Head, provided that the topic and associated paperwork is provided to BOC Office Staff prior to the Submission Deadline. 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 having 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. Executive Sessions may only be held pursuant to ORS 192.660, as currently written and subsequently amended.

5.4 Special Meetings: Special Meetings may be scheduled in the case that a Board action discussion must be held 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 Board of Commissioners, the news media which have requested notice, and the general public.

5.5 Emergency Meetings: In the case of a legitimate emergency, Emergency Meetings may be called for at any time without required minimum notice, however, all Commissioners, Legal Counsel, and the public shall be given as much notice as is possible in consideration of a pending or actual emergency. The Meeting Minutes shall describe the justification for the Emergency Meeting being held.

6. ATTACHMENTS

6.1 Contracts & Agreements: Any proposed Contract or Agreement must be reviewed by County Counsel prior to submission to the BOC Office. When submitted to the Board 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 in the Commissioners' Journal once signed by all parties.

6.2 Orders: See Appendix A to these Procedures for a sample Order. If there are questions as to the formatting or content of an Order, please contact the Legal Counsel Office. 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 (excluding prepositions.)

6.3 Resolutions & Ordinances: Please contact the Legal 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 to the Board during the Meeting unless already provided in the background information. Background information should sufficiently explain the action requested, including options, financials, other action taken, consequence 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 County 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 the Board Chair, late items may be placed on the Agenda.

**APPENDIX A
SAMPLE ORDER**

Please note that some Orders, such as Personnel/Hire Orders may differ in form substantially from the below. Examples of past Orders can be found in the Commissioners' Journal. Do not hesitate to contact the Legal Office for assistance in the preparation of Board Orders.

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

**In the Matter of an Order Providing)
Standard Formatting for Board Orders) ORDER NO. _____
)**

WHEREAS, (Provide background information here); and

WHEREAS, (Generally, the reason for the action being taken per this order is provided here, but with no formal decision language); and

WHEREAS, (Use as many or as few “whereas” clauses as needed – include any prior Board action taken on the topic, for example, if the Order is changing Policy, reference the Order # that adopted the prior Policy.)

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the Board adopts this Order as standard format for future Orders.

(OR)

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

1. This is the template for Board Orders; and
2. Please contact Legal Counsel if you have any questions about Orders.

DATED this 4th day of January, 2023. (This is the date of the Meeting)

Approved as to Form:

BOARD OF CURRY COUNTY COMMISSIONERS

Name, OSB #
Curry County Legal Counsel