

Procedures for the Conduct of Meetings of the Board of Commissioners

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Section 1. Board Organization.

1.010 As provided by the Umatilla County Charter, the Board shall, at its first regular meeting of each year, elect a Chair and Vice-Chair from among its members. These positions shall be filled each year on a rotating basis, if possible.

1.010.1 The Vice-Chair from the preceding year shall be the Chair-elect and the other member of the Board shall be Vice-Chair elect. If, however, the Chair elect should decline the position or if two Board members cannot agree on his or her election as Chair then the most senior Board member in years of service shall be the Chair and the Chair elect fill the most senior Board members' position in the yearly rotation. Similarly, if the Vice-Chair-elect should decline the position or if two Board members cannot agree on election of the Vice-Chair-elect then the other Board member shall be the Vice-Chair and the Vice-Chair-elect shall fill the other Board member's position in the yearly rotation.

1.010.2 In case of the resignation or death of a Board member the remaining Board members shall move up in the yearly rotation to fill any vacancy created for the remainder of that current year and assume their normal rotation in the following calendar year.

- 1.020 The Chair of the Board shall be the presiding officer at all Board meetings and shall have a vote on each matter before the Board and may make motions where appropriate.
- 1.030 The Vice-Chair shall be the presiding officer in the absence or incapacity of the Chair.
- 1.040 The Board may, at its first regular meeting of each calendar year or as soon as possible , adopt a division of responsibilities for the various departments, committees, commissions and other activities of Umatilla County among its members.
- 1.050 All procedural decisions of the presiding officer shall be subject to review by the majority of the Board.
- 1.060 When a matter before the Board is called for a vote, the presiding officer shall, before a vote is taken, state the question before the Board in general terms, and shall announce the decision of the Board after such vote.

Section 2. Meetings, Agenda, Notice and Minutes.

- 2.010 Meetings of the Board for the purpose of deciding or deliberating toward a decision on any matter shall be conducted at regular, administrative, special, or emergency meetings only.
- 2.010.1 As required by the Umatilla County Charter, regular meetings of the Board shall be held at 9:00 a.m. on the first and third Wednesday of each month.
- 2.010.2 Administrative or special meetings may be held at such times as the majority of the Board directs.
- 2.010.3 Emergency meetings are special meetings called on less than 24 hours' notice. The minutes of the meeting must indicate the nature of the emergency justifying less than 24 hours' notice.
- 2.020 Any member of the Board may place any item on the agenda for any meeting. Any item may be taken out of order at the discretion of the Chair.

- 2.020.1 The agenda for regular or administrative meetings of the Board shall, to the extent possible, be set on the Friday preceding the meeting. Additional subjects may be added to the agenda following notice of the meeting.
 - 2.020.2 The agenda for special meetings of the Board shall be set at the time of scheduling.
- 2.030 Interested persons, including news media, which have requested notice of board meetings, will be notified of the meeting by written notice, except for an emergency meeting, in which case notice will be by telephone.
- 2.040 All meetings of the Board shall be open to the public except for executive sessions. Executive sessions, pursuant to ORS 192.660, necessary for deliberations of a sensitive nature shall be conducted as follows.
 - 2.040.1 An executive session may be held during a regular, special or emergency meeting or an executive session only may be held. The notice of the meeting shall include the provision of law authorizing the executive session.
 - 2.040.2 Prior to going into executive session the presiding officer of the Board shall identify the specific provision of law authorizing the executive session, and the Board shall specify if the media is required not to disclose any information from the executive session.
 - 2.040.3 No final decisions may be made while the Board is in executive session.
 - 2.040.4 Executive sessions are open to persons designated by the Board and to members of the news media, except for sessions involving deliberations with persons designated to carry on labor negotiations, which are open only to persons designated by the Board.
 - 2.040.5 The Board may require that specified information which is the subject of the executive session not be disclosed. Such specification shall be made at the outset of the executive session.

- 2.050 The Board will provide an opportunity for public input at each regular Board meeting.
- 2.060 Accurate minutes of all meetings and executive sessions shall be kept. The minutes shall include the following:
- (a) Persons present;
 - (b) Motions, proposals, resolutions, ordinances and measures proposed and their disposition;
 - (c) Results of all votes and the vote of each member by name;
 - (d) The substance of any discussion on any matter; and
 - (e) Subject to the Public Records Law in ORS 192.410 to 192.500, a reference to any document discussed at the meeting.

Section 3. Motions, Decisions and Ties.

- 3.010 Decisions of the Board shall be made by vote on a motion of a member. Motions require a second in order to be brought to a vote.
- 3.020 A decision cannot be made without a quorum of the Board. A quorum exists if two or more of the Board is present.
- 3.030 A motion to reconsider any item may be made only by a member who voted with the majority on the question. Such a motion can be made only at the same meeting that the original motion was adopted, or at the next regular or special meeting.
- 3.040 If a tie vote results, the item voted upon shall be continued to the next regularly scheduled meeting of the same type. If, however, the tie vote is the result of an abstention of a member due to a conflict of interests, the matter will not be continued and will be deemed denied. The continuance provided for in this section shall be only for the purpose of discussion and vote by the Board and the presentation of further evidence of public comment shall not be allowed.

Section 4. The Manner and Procedure of Adopting Orders, Resolutions, and Ordinances.

4.010 Those decisions of the Board requiring written documentation shall be in the form of either orders or ordinances.

4.010.1 Orders shall be used by the Board for those matters which constitute the transaction of County business, but are not legislative in nature, or when an order is required by statute, ordinance or other law.

4.010.2 Ordinances shall be used for the legislative enactments of general law on matters of local concern by the Board of Commissioners or when otherwise required by statute, ordinance or other law.

4.020 Orders shall be adopted by the Board at the appropriate Board meeting in accordance with applicable law. Repeal or amendment of an order shall be accomplished by subsequent order or resolution.

4.030 The procedure for adopting ordinances is provided by the Umatilla County Charter. Repeal or amendment of an ordinance shall be accomplished by subsequent ordinance adopted in compliance with this section.

4.040 Nothing in this section shall invalidate any action of the Board of Commissioners as a result of mislabeling or otherwise misnaming the written enactments, so long as the procedures required by law for the decision made have been met.

4.050 Unless otherwise provided by law or by the document itself, orders shall be effective upon passage and ordinances as provided by the Umatilla County Charter.

Section 5. Appointment of Committees, Boards and Commissions.

5.010 The Board, by order, may create advisory committees, boards, task forces and commissions to deal with any matter that is of County concern, and appoint members, set terms, term limits, adopt by-laws and take such other action regarding as the Board deems appropriate.

- 5.020 When a vacancy occurs on an appointive committee, board, task force or commission, by resignation, expiration of term, or for any other reason, notice of such vacancy shall be placed on the Board meeting agenda. The Board may solicit nominations or applications for such position from the public, for a specified period. In any event, any appointment is within the discretion of the Board.
- 5.030 Meetings of advisory committees, boards, task forces and commissions are public meetings under Oregon law and adequate notice of meetings and agenda shall be provided to the media and accurate minutes of the meeting shall be kept.

Section 6. Conduct of Meetings.

- 6.010 Conduct of all meetings of the Board will follow the rules contained in the current edition of Robert's Rules of Order Newly Revised in all cases to which they are applicable and in which they are not inconsistent with this Order and any special rules of order the Board may adopt.