

PASSED

IN THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY OREGON

ORDER No. 10- 1-5-2

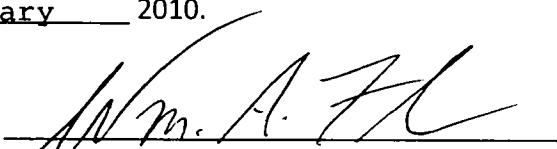
) IN THE MATTER OF AMENDING THE GOOD  
) GOVERNANCE PRINCIPLES AND  
) PRACTICES BOARD ORDER NO. 09-1-5-1  
)

**WHEREAS**, in January of 2009, the Board of County Commissioners adopted a Good Governance Order establishing various Principles and Practices for the Lane County Board of Commissioners; and

**WHEREAS**, it is now necessary to change many aspects of the Good Governance Order to reflect the changes in structure of the Board of County Commissioners for 2010 and to reflect accomplishments from the previous calendar year; and

**NOW, THEREFORE IT IS ORDERED**, that the Good Governance Order provisions included in Board Order 09-1-5-1 be amended to reflect the changes as reflected in Attachment A and incorporated herein by reference.

Dated, this 13th day of January 2010.

  
\_\_\_\_\_  
Bill Freenor Chair,  
Lane County Board of Commissioners

**Good Governance Practices 2010**

- I. Lane County Board of Commissioners Agenda Format (See Attachment A)
  - a. The Chair of the Lane County Board of County Commissioners shall determine the order of Board business (set the agenda) under the rules of the Board with the assistance of appropriate staff.
  - b. The chairs of internal and external Lane County Committees shall determine the order of committee business (set the agenda) under the bylaws of each body, with the assistance of appropriate staff.
    - A. This includes but is not limited to the following committees: Lane County Planning Commission, Lane County Animal Service Advisory Committee, Parks Advisory Committee, Roads Advisory Committee, Vegetation Management Advisory Committee, Public Health Advisory Committee, and the Resource Recovery Advisory Committee.
  - c. Civility Greeting shall state the following:
    - A. All individuals are expected to observe respectful behavior and decorum during all Lane County Public meetings. Anyone acting in a disruptive, disorderly or threatening manner, or using excessive profanity, will be asked to voluntarily leave the meeting, and may be precluded from participating in future opportunities for public comment. If an individual continues to behave in a disorderly and disruptive manner, and refuses to voluntarily leave the meeting, then the Chair may request a law enforcement officer to escort the individual from the meeting. Please be courteous, respectful and refrain from extraneous conversation. Please turn off or mute your cell phone or pager.
  - d. The Board, when necessary, shall call upon the Lane County Sheriff's Office, the police departments in the city where the Board is meeting when it meets within a city, the Oregon State Police, or other appropriate authorities to maintain order in any Lane County public meeting.
  - e. Meeting start and finish times, as well as all agenda item times, shall be stated as "Estimated Times."
  - f. Public Comments, and the agenda rules under public comments:
    - A. Maximum time 30 minutes: Speakers are limited to 3 minutes each per public comment period. If the number wishing to testify exceeds 10 speakers, the first 10 speakers will be guaranteed 3 minutes each. The Chair shall determine if there is time to allow additional public comment depending upon the agenda for the day and the number of people exceeding 10 who wish to speak.
    - B. Public comments may also be submitted to the Board by members of the public by submitting a pre-recorded three-minute video or audio to the County Administrator's Office, 125 East 8<sup>th</sup> Avenue, Eugene, OR 97401 (attention: Melissa Zimmer). The Board may make arrangements as time allows to play these videos or audio messages during a public meeting.

- II. Lane County Board of Commissioner Seating Arrangement
  - a. Chair will sit in center position.
  - b. Vice Chair will sit immediately to the Chair's right.
  - c. District 1 Commissioner will be seated immediately to the Chair's left.
  - d. District 2 Commissioner will be seated immediately to the left of District 1 Commissioner.
  - e. District 5 Commissioner will be seated immediately to the right of District 4 Commissioner.
  - f. When the County Administrator or County Counsel attends the Board meetings, they shall be seated to the right of District 5 Commissioner.
  - g. The Board's Recording Secretary will be seated to the left of District 2 Commissioner.
  - h. To allow the public to clearly identify the elected commissioners, and distinguish them from staff, there shall be, to the greatest extent possible, an open chair next to both District 2 and 5 Commissioners and staff.
  
- III. Lane County Recording of Minutes
  - a. To maximize efficiencies, the Board of County Commissioners do hereby instruct the County Administrator and County Counsel to maintain the following procedures for the recording of Board meetings and the production of Board minutes, and all other committees as practical:
    - A. Digital recording devices shall be utilized as often as practical.
      - 1. The digital recording device will be compatible for up-loading to the Lane County Web Site for review by the general public.
      - 2. Copies of the recording shall be made available upon request to the public via DVD's, CD's, or other electronic storage mechanisms.
    - B. The designated Recording Secretary for each meeting will be responsible for activating and deactivating the recording device based upon the quorum requirements stated below. The recording device, during any meeting, will only be activated when there is a quorum present.
    - C. The designated Recording Secretary for each meeting shall also keep track of all Board or Committee assignments or follow-ups.
    - D. The designated Recording Secretary for each meeting shall also keep a tally of each vote outcome, and in the instance of a vote on an Ordinance, shall also perform the necessary roll call vote – the order of the County Commissioners roll call vote shall be based upon Board seniority established in section IX(d) below.
    - E. The designated Recording Secretary shall normally submit draft copies of the minutes electronically to all Commissioners within four weeks of the Board meeting. Commissioners shall have 10 days to respond to the Recording Secretary, with a copy to the County Administrator, regarding any requested changes to the minutes. A hard copy of the minutes as

amended shall be included in the Board packet six weeks after the Board meeting was held (seven weeks if the sixth week is a down week).

- F. The Board's written minutes (with exceptions noted below) will consist of the official start time of the meeting (when a quorum is present or absent), basic motions and outcomes (dissenters to any motion shall be named), and the substance of the discussion, as required by state law. An emphasis should be placed on keeping the minutes as minimal and efficient as possible.
- G. Exceptions to the form of written minutes referred to in F. above will be during any quasi-judicial hearing, where the Board shall have the option to have the minutes transcribed from the recording device by a professional court recorder, or by a different mechanism upon a majority vote of the body.
- H. The official recorded minutes shall be kept and maintained based upon the Secretary of State and the State Archivist's recommended best practices, with an emphasis upon the most cost effective and efficient system possible utilizing electronic recorders whenever practical.
- I. During all executive sessions, the designated Recording Secretary will activate the recording device, and promptly leave the room, and shall only return when asked to do so or when the executive session is adjourned.
  - 1. Prior to the start of each executive session, all non-essential staff or participants shall be requested to leave the room.
  - 2. Upon adjournment of the executive session, the designated Recording Secretary shall immediately give the executive session recording medium to the County Counsel for secure storage and retrieval.

#### IV. Lane County Board of Commissioners Meeting Structure

- a. The Board shall meet at the call of the chair or upon written notice of three commissioners.
- b. A Board meeting will not officially start, or continue, unless there is a quorum of at least three commissioners present.
  - A. When a quorum of commissioners is no longer present during a meeting, the presiding officer shall publicly announce, without commentary: "there is no quorum present, and thus no meeting – we are hereby recessed."
  - B. All recording and web cast shall cease, until such time a quorum exists.
- c. The Chair, Vice Chair, County Administrator or County Counsel, shall be solely responsible for "switching on and off" the webcast system based upon the quorum requirements above.
- d. Regular Board meetings of the Board shall be on Tuesdays and/or Wednesdays.
- e. Regular Board meetings shall be scheduled by the agenda team, usually starting at 9:00 am on Tuesday, recessing as necessary, and continuing until

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approximately 5 pm, recessing until commencement of a Tuesday community outreach session and adjourning for the day at approximately 8:30 pm.

- f. Regular Board meetings may again resume on Wednesdays at 9:00 am recessing as necessary and adjourning at approximately 5 pm.
  - g. During recesses of the Board on either a Tuesday or Wednesday, if practical, the Chair, or his/her designee shall determine the order of Board business (set the agenda) under the rules of the Board, with the assistance of appropriate staff (agenda team), for any upcoming agendas.
  - h. The county administrator is directed to communicate with the county's public information officer to provide continued outreach to the public, and invite the public to propose community outreach sessions, their subject matter, the presenters, and the locations.
  - i. Down weeks shall be announced periodically by the agenda team and posted on the Lane County Web site.
- V. Standing Committees - County Wide (Internal) (Attachment B)
- a. The County Administrator is directed to arrange the meetings of the following committees to meet jointly with the full Board of Commissioners on matters pertinent to their charge. The committees are as follows:
    - A. Policies and Procedures;
    - B. Technology Management Team;
    - C. Economic Development Standing Committee;
  - b. The above mentioned committees shall meet during a regularly scheduled Board of commissioners meeting, unless the committee obtains prior Board approval for a separate meeting. Such requests should be submitted via proposed Board Order for the consent calendar whenever possible. If not possible because of timing, requests should be submitted to the Chair of the Board of Commissioners.
  - c. The County Administrator is responsible for arranging the joint meetings on an "as needed basis" in a rotating fashion on Tuesdays or Wednesdays.
  - d. The County Administrator is encouraged to "vet" each standing committee's presentation prior to coming before the full Board, and may ask any commissioner, from time-to-time, for their participation.
  - e. The other standing committees, to-wit: the Finance & Audit committee, Legislative Affairs committee, SAVE committee, SAVE-IT committee, and the Facilities committee shall meet outside of Board of Commissioner meetings and shall schedule appearances in front of the Board of Commissioners as needed.
- VI. Advisory Committees
- a. Unless otherwise precluded by law or authorizing legislation, all appointees to Lane County Board of Commissioners Advisory committees shall serve at the will of the Commissioner who appoints them, but for no longer than four years without reappointment. If the appointee serves in an at-large position, the

appointee shall serve at the will of the Board of Commissioners, but for no longer than four years without reappointment.

- b. All appointees shall follow a code of conduct.

VII. Contact List of all Lane County Elected Officials

- a. The County Administrator is directed to maintain an email and mailing address database, as soon as practical, of the following national and state-wide elected officials:
  - A. President of the United States
  - B. Vice President of the United States
  - C. U.S. Senators for Oregon
  - D. U.S. Congressman for Oregon
  - E. Governor of Oregon
  - F. Secretary of State for Oregon
  - G. State Treasurer for Oregon
  - H. Attorney General for Oregon
  - I. Superintendent of Public Instruction for Oregon
  - J. Labor Commissioner for Oregon
  - K. Lane County District Attorney
  - L. Lane County Sheriff
  - M. Lane County Assessor
  - N. All Lane County Circuit Judges
- b. The County Administrator is also directed to maintain a similar database, as soon as practical, of all other elected officials that serve within the borders of Lane County, including but not limited to:
  - A. Mayors
  - B. Justice Court Judges
  - C. City councilors
  - D. State senators
  - E. State representatives
  - F. School board members
  - G. Lane Community College board members
  - H. Fire district board members
  - I. Library board members
  - J. Lane Education Service District board members
  - K. Park and Recreation district board members
  - L. Utility board members
- c. On an annual basis, the county administrator shall prepare a letter to each elected official extending an invitation to attend and present at a regularly scheduled Board meeting.
- d. All letters shall also include the Board's known plans for the coming year for community outreach sessions, and other pertinent information as provided by the Chair.

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- e. All letters will be signed by the commissioner for the district involved. In the event the local district or official is represented by more than one county commissioner district, then the commissioner for the district in which the official resides shall sign the letter.
- f. The County Administrator is directed to work with the Intergovernmental Affairs staff to arrange in-person briefings, with preference for regularly scheduled meeting dates, with all of the federal and state elected officials or their designees; priority will be for the Governor, U.S. Senators and Congressmen, and all other statewide elected officials.
- g. The County Administrator shall report at the first meeting in February, and then monthly as required, to give an update on the progress.

VIII. Outreach Activities

- a. The county administrator is directed to arrange community outreach sessions as directed by the agenda setting team.
- b. In addition, the County administrator is directed to arrange community listening sessions as directed by the agenda setting team.
  - A. These "community listening sessions" are intended to invite the public to provide perspective to the Board on major issues facing the Board and the community.
  - B. The County Administrator is encouraged to attend all outreach and listening sessions, but is also encouraged to keep staff time to a minimum for these sessions.
  - C. The County Counsel is invited to attend, but is encouraged to keep staff time to a minimum for these sessions.

IX. Board Seniority

- a. The Board seniority for 2009 is established as follows:
  - A. Sorenson - 1997
  - B. Dwyer - 1999
  - C. Stewart - 2005
  - D. Fleenor - 2007
  - E. Handy – 2009
- b. Board seniority shall be used for purposes of assigning offices.
- c. Board seniority shall be used for voting on ordinances, with the least senior to the most senior, with the exception the Board Chair shall vote last.
- d. Commencing calendar year 2010, the order of voting on ordinances shall be as follows:
  - A. Handy
  - B. Stewart
  - C. Dwyer
  - D. Sorenson
  - E. Fleenor

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- e. Order of swearing in for Commissioners shall be by seniority. If two or more Commissioners are elected or appointed on the same day, seniority shall be determined alphabetically by last name, beginning with the letter A.
- X. 15-Minute Rule
- a. Individual commissioners shall be allowed to ask any county employee for information either in person or in a telephone call or email on any topic; however, not more than 15 minutes may be expended on such request by a county employee. Commissioners are encouraged to copy the employee's supervisor on the request.
  - b. Recognizing that individual commissioners may need more information or assistance on a particular issue or matter, individual commissioners may request the Board provide authority for additional assistance beyond the 15-minute rule.
  - c. Individual commissioners are encouraged, if they wish to have more than 15 minutes research or work on a particular issue or matter, to submit a Board Order for the consent calendar requesting an exception to the 15-minute rule. In the proposed Board Order, the amount of additional staff time and resources requested should be provided.
  - d. Violations of the 15-minute rule must be reported to the County Administrator via email for investigation and a report back to the Board of Commissioners.
- XI. Committee Assignments
- a. The County Administrator, or his designee, is designated as the member of any committee, commission, Board or group where it is legally or contractually permissible to delete an individual commissioner from membership and substitute an appropriate county representative.
  - b. In the event that there is a statute, contract, or intergovernmental agreement requiring the appointment of a commissioner, a commissioner shall be appointed by the Board in due course; however the County Counsel is directed to draft a proposed Board order, or other directive(s), to allow the commissioner appointed to have a voting substitute, or if not allowed by law, a nonvoting substitute attend the meeting in the place of the commissioner; an example would be the Lane County Commission on Children and Families, where two commissioners are appointed to serve on the commission.
  - c. Any mandated appointed County Commissioner to a given external committee or body, or their designee, shall report back to the Board of Commissioners, when requested, on matters discussed and decided at the meetings of the body or external committee.
- XII. Lane County Budget Committee
- a. The County Administrator is directed to periodically arrange not less than four joint meetings of the Lane County Budget Committee and the Lane County Board of Commissioners per year, outside of the normal budgeting process schedule,

during the Board's normal Tuesday/Wednesday cycle of meetings, to provide an ongoing flow of information to the citizen budget committee members.

- A. Example agenda items for joint meetings would be discussions of county debt and major obligations, county revenue, county revenue forecasts and the like.
- B. These joint meetings could involve Tuesday evenings, Tuesday noon or Wednesday noon, when a majority of the citizen members are available.

**XIII. YouTube Accessibility and Blogging**

- a. All commissioners and department heads are encouraged to work with the Lane County Public Information Officer to post a YouTube video on their webpage, telling the public what they do and how the public can be helpful in the work that they do.
- b. All Commissioners and department heads are encouraged to work with the Lane County Public Information Officer and Information Services (I.S.) staff to explore and develop a County blog.

**XIV. Encouraging Voluntary Email Addresses Acquisition**

- a. The County Administrator is directed to work with the I.S. staff and the Public Information Officer, as soon as practical, to develop policies and/or procedures that lead to a process or program, integrated into Lane County's new web site, by which Lane County solicits email addresses from every citizen, on a voluntary basis, who participates at any Lane County meeting, event, or when visiting Lane County's Web site. The email addresses shall be compiled and maintained by Lane County's Public Information Officer to be used exclusively for Lane County business purposes.