



**COUNTY BOARD  
MEETING AGENDA  
PROCEDURES  
and  
RULES OF BUSINESS**

# Meeting Agenda Procedures

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1. Items to be placed on a County Board meeting agenda must be submitted in hard copy (including all attachments) to the Administrative Services Office (ASO) by noon on the Tuesday preceding the Board meeting. Resolutions must be emailed, in .DOC format, to the ASO.
2. Agenda Responsibility
  - A. Agenda items from elected officials shall be placed on the agenda as received, unless further information is requested by the Board Chair.
  - B. Agenda items must be submitted by the department head, or designee with approval of the department head.
  - C. Agenda items shall include the name and department of the individual submitting the item, as well as any individual(s) who will be present at the meeting to present the item.
3. Agenda Options
  - A. The Consent Agenda may include those items not requiring discussion by the Board, such as:
    - Contracts which have been reviewed by either the County Attorney or County Administrator. (Excludes new service contracts which require either county funds or services.)
    - Budgeted purchases
    - Reports and informational items
    - Licenses and permits not requiring a public hearing
    - Policy revisions and updates
    - Previously tabled or discussed items as directed
    - Minutes
    - Auditor warrants
    - Actions pursuant to existing policies (i.e. fund transfers or donation resolutions)
    - General housekeeping items as approved by the County Administrator or Board Chair
    - Items as approved by the Board
  - B. The Regular Agenda is for all other items, including any non-budgeted purchases, which require Board action.
4. Agenda Categories
  - A. Informational Only. Items that are only for the Board's information will be submitted to the Board under the Informational Items category of the consent agenda.
  - B. Discussion. These items shall be reviewed by the Administrator prior to placement on the Agenda; no action shall be taken by the Board on Discussion Items.
  - C. Public Hearing
    - 1) Matters requiring a public hearing shall include a copy of the published notice of the public hearing, as well as any applicable background information.
    - 2) Action on matters requiring a public hearing should be requested at a subsequent Board meeting and/or at the direction of the County Board.

D. Action Requested. These items must specifically state the requested action, and provide adequate background information.

- 1) Direction Requested: These items must first be reviewed by the Administrator for placement on the agenda, and will require additional background information.
- 2) Approve/Deny Motion Requests: These items must clearly state the action requested; background information will be requested by the ASO as necessary. When indicating the motion being requested, please be specific and use action verbs to clearly identify the action you are seeking from the Board. The statement should contain all the specific information needed, such as legal descriptions, dates, dollar amounts, etc., so that the Board can read it as their motion. If you need assistance in preparing resolutions or motions in advance, please contact the ASO for assistance.

5. Background Information

- A. 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.
- B. The information you submit with your agenda item shall not include any information that is private or confidential in nature. Please contact the ASO regarding any such information.
- C. No handouts are to go to the Board during the Board meeting. The Board requires time to review the information you submit.
- D. For ease of copying, please do not provide attachments larger than 8 ½” x 11” or color copies unless absolutely necessary.

6. Attachments must accompany the agenda form in the following circumstances:

- A. For purchase requests, quotes must be submitted, per the county’s purchasing policy. In addition, a summary sheet should be provided outlining the purchase costs.
- B. Anything the Board needs to sign or approve must be attached or the agenda request will be returned. All contracts, grants, etc., must follow county policy.

7. All agenda items shall be reviewed by the ASO prior to placement on the agenda:

- A. Changes will be made as needed for clarity, understanding, provision of additional information, etc.
- B. Placement on the agenda may change as needed.
- C. The Board Chair and the County Administrator reserve the right to not place items on the agenda.

8. Add-on agenda items will only be accepted if the item has a deadline, unless approved by the County Administrator or Board Chair.

9. Finalizing of Agenda

- A. Board agendas will be finalized by noon on the Thursday prior to the Board meeting.
- B. Complete agenda packets will be mailed to County Commissioners on the Thursday prior to the meeting.
- C. The complete finalized agenda shall be posted on the county’s website by noon on the Friday preceding the meeting.

# RULES OF BUSINESS

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## **Presiding Officer. Roll Call**

The Chair, or the Vice Chair in the Chair's absence, shall take the chair at the time appointed for the meeting and call the meeting to order.

## **Quorum**

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

## **Minutes**

The County Administrator, or designee, shall prepare written copies of the minutes, which shall be submitted to the Board for formal approval. One or more copies of the minutes shall be available in the Administrative Services Office for examination by members of the public.

## **Order of Business**

The Chair shall be responsible for preserving order and decorum. Upon the presence of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the agenda as prepared.

## **Recognition by Chair**

Every County Board member or member of the public shall respectfully address the Chair by the title of "Chair" followed by the Chair's surname, and shall not speak further until recognized by the Chair. Once a member of the audience has been recognized by the Chair as requesting to address the County Board, the Chair shall require the individual to identify themselves by stating their name and address.

## **Designation by Chair**

When two or more members request to speak, the Chair shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

## **Voting, Excuse, Failure**

When a question is put by the Chair, every member present shall vote; unless the County Board, for special reason, shall excuse a member prior to the calling of the roll, or a legal conflict of interest prohibits a member from voting. The Chair will conduct a roll call vote at the request of any member of the Board.

## **Calling Vote**

The ayes and nays shall be called upon the passage of ordinances. Unless a member requests, or is designated by Statute, other items will be by voice vote. When a vote is called for and a County Board member is silent, the County Board member will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

### **Public Hearing Procedure**

Prior to any public hearing, the Chair or presiding officer shall establish the following rules as part of their introduction to the hearing:

1. The presenter of the issue/item/proposal will present the entire issue/item/proposal and any proposed amendments prior to taking any testimony by the citizens or the County Board.
2. The County Board shall have the opportunity to discuss the issue/item/proposal and ask any questions they may have of the presenter immediately after the presentation of the issue/item/proposal.
3. The County Board will discuss the issue/item/proposal and select the appropriate action for the issue/item/proposal.

### **Ordinances Procedure**

Every proposed ordinance shall be considered at two separate regular sessions of the County Board. Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of said ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass, and action thereupon shall be postponed to the next regular session.

### **Absent Member**

Board members who will be absent for a meeting shall notify the County Administrator of their expected absence as soon as is practicable.

### **Journal**

It shall be the duty of the County Administrator to keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes. The approved minutes will be the official record of the County Board meetings.

### **Robert's Rules of Order**

The rules of parliamentary practice, embraced in Robert's Rules of Order, shall govern the County Board in all cases in which they are applicable, and in which they are consistent with the Standing Rules of the County Board.

### **Conduct**

Any Board meeting attendee may be asked to cease their comments, sit down, or leave the premises for not following the county's Respectful Workplace Policy, which states: "It is the policy of Mille Lacs County to maintain a respectful work and public service environment free from violence, discrimination, harassment, and other offensive or degrading behavior or conduct. Mille Lacs County will not tolerate such behavior." The Chair shall enforce the conduct policy. Any member of the County Board or the County Administrator can ask for the enforcement of this policy, or a recess in the meeting, when it becomes apparent that the policies are not being followed.

Some general behaviors for which the policy may be enforced include, but are not limited to:

- Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on county property.
- Conduct which violates the common decency or morality of individuals.
- Commission of a felony or gross misdemeanor.
- Violating safety rules and regulations.
- Making derogatory or false accusations so as to discredit other individuals.
- The use of profanity or abusive language towards any individual.
- Harassment or discrimination.
- Speaking without being recognized by the Chair.

**Notice of Agenda.**

Regular County Board meeting agendas shall be posted on the county's website, [www.co.millelacs.mn.us](http://www.co.millelacs.mn.us), by noon on Friday preceding the meeting, to provide the public with timely and accurate notice.