

**GOODHUE COUNTY BOARD
PROCEDURES OF BUSINESS**

Approved April 17, 2007

Procedure 1. Regular Meetings.

The County Board will hold regular sessions on the first Tuesday of each month at 5:00 p.m. and the third Tuesday of each month at 9:00 a.m. except for during the months of July and August when the board conducts there meeting at the Cannon Valley Fair and the Goodhue County Fair.

Procedure 2. Special Meetings.

The Chair or three members of the County Board may call special meetings. Such meetings shall be called with a twelve-hour advance notice to all available County Board members and members of the news media. If time will allow, published notice in the official newspaper shall also be given to the public. Notwithstanding any other requirements, notice shall be posted on bulletin boards located in the Government Center lobby and outside the County Administrator's office, along with the County's website, www.co.goodhue.mn.us . Notices shall specify 1) the specific item or items to be considered at the special meeting, and (2) the date, times, and places of the meeting. Special meetings of the County Board shall be held in the Government Center unless the County Board has determined that other facilities are to be used. All special meetings of the County Board shall be limited to the specific item or items set forth in the notice.

Procedure 3. Presiding Officer. Roll Call.

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

Procedure 4. Quorum.

A majority of the members of the County Board shall constitute a quorum for the transaction of business. The Chair shall be a member of the County Board, and shall have the right to vote on all matters coming before it, but shall have no veto power.

Procedure 5. Minutes.

The County Administrator shall prepare written copies of the minutes of the preceding session or sessions of the County Board and distribute them to its members no later than the start of its current session, unless otherwise notified. One or more copies of the minutes shall be available in the Office of the County Administrator for examination by members of the public. Upon the appearance 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 minutes of the pervious session or sessions of the County Board as prepared by the County Administrator. Any mistake or omission in the minutes may then be

corrected by the County Board. In addition, all meetings will be recorded and kept securely by the office of the County Administrator.

Procedure 6. Order of Business.

The Chair or presiding officer of the County Board shall preserve order and decorum. Upon the appearance 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 by the County Administrator.

Agenda Preparation: The County Administrator shall prepare a written agenda in advance of all regular County Board meetings and shall place Call to Order, Pledge of Allegiance, Disclosures of Interest, Request for Future Agenda Items, Approval of Agenda, and Approval of Minutes as the first six items; thereafter, other items of business shall be presented in the order deemed best by the County Administrator or as directed by the County Board.

Request for Board Action: Members of the public wishing to place an item of business on the agenda shall advise the County Administrator of the particular item of business no later than 4:00 p.m. of the Wednesday immediately preceding the County Board meeting.

The person making the request shall furnish sufficient details on the nature of the item to be discussed. The County Administrator shall enter the item on the County Board agenda in a work summary adequate to alert the public and appropriate staff as to the nature of the matter to be discussed. If the County Administrator is unable to prepare a summary from the information received, the County Administrator may refuse to place the matter on the agenda.

Procedure 7. Recognition by Chair.

Every County Board member or member of the public shall respectfully address the Chair by the appellation 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.

Procedure 8. Designation by Chair.

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

Procedure 9. Presentment of Petitions and Communication.

Petitions and communications on the agenda may be presented by a member of the County Board or by either the Secretary or County Administrator.

Procedure 10. 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. Any member, who being present

when his or her name is called, fails to vote upon any then pending proposition, unless previously excused by the County Board, shall be counted as having voted in the positive. In all cases, the call of the roll shall be alphabetically by the family surname of each County Board members except that the Chair or presiding officer shall vote last.

Procedure 11. Calling Vote.

The ayes and nays shall be called upon the passage of ordinances. Unless a member request, 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 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.

Procedure 12. 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) There will be a public comment period where the audience will have the opportunity to provide comments or questions on the issue/item/proposal after the County Board has discussed the issue/item/proposal. Time limits may be set as to allow for appropriate public comment. Repetitive comments will be discouraged.
- 4) After the public comment period the County Board will close the public hearing and discuss the issue/item/proposal and select the appropriate action for the issue/item/proposal.

Procedure 13. 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.

Procedure 14. Absent Member.

Every member of the County Board about to leave the County during which period a County Board meeting is scheduled to be held shall notify the County Administrator.

Procedure 15. 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 County Administrator shall not allow the official journal of the County to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings. In addition, recorded copies of the proceeding will be securely kept by the Office of the County Administrator for a period of four years.

Procedure 16. 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 not inconsistent with the Standing Procedures of the County Board.

Procedure 17. Conduct.

Any County Board member, employee, or citizen may be asked to cease their comments, sit down, leave the premises, leave by law enforcement escort, or get arrested for not following the County's policies of mutual respect, harassment, and violence in the workplace. The Chair, or presiding officer shall enforce the conduct policy. Any member of the County Board, or the County Administrator can ask for the enforcement of this policy or recess in the meeting when it becomes apparent that the policies are not being followed. Some general things for which the policy may be enforced include, but are not limited to:

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.
- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.

- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

Procedure 18. Notice of Agenda.

The regular County Board meeting agendas shall be provided to the official County newspaper, posted on bulletin boards in the County Administrator's office and posted on the County's website, www.co.goodhue.mn.us to provide the public with timely and accurate notice of regular County Board meetings.

THESE PROCEDURES SHALL TAKE EFFECT and be in force from and after their adoption by the County Board, and any and all prior rules are hereby rescinded.