

1 BEFORE THE BOARD OF COUNTY COMMISSIONERS

2 FOR MULTNOMAH COUNTY, OREGON

3 In the Matter of the Adoption) RESOLUTION
4 of Rules of Procedure for the) 93-358
5 Conduct of Board Meetings and)
6 Repealing Prior Rules)

6 WHEREAS Chapter III, Section 3.50(1) of the Multnomah County
7 Home Rule Charter, as amended, provides that the Board adopt and
8 publish rules for the conduct of its meetings; and

9 WHEREAS Resolution 91-13, the previously adopted and
10 published rules, is in need of revision; now therefore

11 IT IS HEREBY RESOLVED that the Multnomah County Board of
12 Commissioners adopts the following rules for the conduct of its
13 meetings:

14 SECTION 1. ORGANIZATION

15 A. The Chair shall be the presiding officer at all Board
16 meetings and shall have a vote on each matter before the Board. The
17 Chair or Vice-Chair when presiding, shall not make or second motions
18 unless the position is first relinquished for such purpose.

19 B. The Vice-Chair shall preside when the Chair is absent or
20 incapacitated.

21 C. In the absence or incapacity of the Chair and
22 Vice-Chair, the Commissioner senior in time of service shall become
23 the temporary presiding officer.

24 D. The presiding officer shall sign all documents
25 memorializing Board action following the meeting in which the action
26 was taken.

1 SECTION 2. APPOINTMENT OF VICE-CHAIR

2 A. The Board shall appoint a Vice-Chair in numerical
3 Commissioner District rotation at the first regular meeting of each
4 calendar year. The Commissioner in rotation may refuse the
5 position, in which case the position shall go to the Commissioner in
6 the next numerical Commissioner District.

7 B. In the event of a vacancy in the Vice-Chair position,
8 the Board shall appoint a Vice-Chair from the next numerical
9 Commissioner District at the first regular meeting following the
10 vacancy.

11 SECTION 3. MINUTES

12 A. A designate from the Chair's office shall make a record
13 of all Board meetings.

14 B. Written minutes shall be prepared in accordance with the
15 State of Oregon Public Meetings Law and such records shall be
16 accessible to the public during regular office hours.

17 SECTION 4. MEETINGS

18 A. REGULAR MEETINGS, BOARD BRIEFINGS, WORK SESSIONS

19 1. All meetings shall be open to the public, with the
20 exception of executive sessions.

21 2. Board meetings, briefings, work sessions and
22 hearings will be conducted in room 602 of the Multnomah County
23 Courthouse. The Board may conduct meetings at other locations upon
24 notice thereof in the published agenda.

25 3. The Board shall meet on the second and fourth
26 Tuesday of each month and at other times, as necessary, for the

1 purpose of deliberating on land use planning issues.

2 4. The Board shall meet each Thursday for the purpose
3 of deliberating on County business. If a regular Thursday meeting
4 falls on a legal holiday, the meeting shall be held prior to the
5 holiday or at a later date, as determined by the Chair.

6 5. The Board may meet on the first and third Tuesday
7 of the month, and other days as necessary, for the purpose of
8 receiving briefings from staff and invited others. Board briefings
9 and/or work sessions may be cancelled and/or combined with a regular
10 or special meeting as determined by the Chair.

11 6. Any meeting of the Board may, by majority vote, be
12 adjourned to any time or to another place, when it is deemed in the
13 public interest.

14 B. SPECIAL MEETINGS

15 1. Special meetings may be called by the Chair or a
16 majority of the Board. The notice of the special meeting shall
17 include an agenda of items to be considered. The notice shall be
18 delivered to each Commissioner personally, if available, or
19 delivered to the Commissioner's office and/or residence, at least 24
20 hours before such meeting.

21 2. Board action taken at a special meeting, except
22 adoption of an emergency ordinance, shall not have effect after the
23 next regular meeting, unless the action is ratified at the meeting.

24 C. EXECUTIVE SESSIONS

25 1. The Board may meet in executive session as provided
26 by Oregon Revised Statutes. At the commencement of an executive

1 session, the statutory authority for it shall be stated.

2 2. The Board may require that representatives of the
3 news media attending an executive session not disclose specified
4 information pertaining to the subject of the executive session.

5 SECTION 5. NOTICE AND AGENDA

6 A. Notice stating the time and place of all meetings and
7 containing an agenda shall be posted in a conspicuous location on
8 the first floor of the Multnomah County Courthouse.

9 1. Notice shall be posted at least 72 hours before a
10 regular meeting.

11 2. Notice shall be posted at least 24 hours before a
12 special meeting.

13 B. The Chair shall supervise preparation of the agenda.

14 SECTION 6. AGENDA PLACEMENT

15 Agenda placements for briefings, ordinances, resolutions,
16 orders and other items presented for Board deliberations shall be
17 submitted as prescribed in the Multnomah County Administrative
18 Procedures Manual.

19 SECTION 7. UNANIMOUS CONSENT

20 The Board may act on an item not on the printed agenda if,

21 1. At least three members vote in favor of a finding
22 that an emergency requires the action, and

23 2. All members present vote in favor of the action.

24 SECTION 8. ATTENDANCE, QUORUM

25 A. Commissioners shall provide written notification to each
26 other and the clerk, of all anticipated absences from Board meetings.

1 B. A quorum consists of three Commissioners.

2 C. In the event of an emergency, fewer than a quorum may
3 meet and compel the attendance of absent members by Sheriff's escort.

4 SECTION 9. VOTING

5 A. A Board member who cannot be physically present at a
6 meeting may attend and participate by voice vote by means of
7 telephonic communication. Except in the case of executive sessions,
8 the public shall be provided a place to listen to the communication.

9 B. When a potential conflict of interest arises with
10 respect to a matter pending before the Board, the affected Board
11 member shall publicly announce the nature of the potential conflict
12 prior to taking action.

13 C. Upon a motion and second, the presiding officer shall
14 request discussion and/or public testimony. Upon conclusion of the
15 discussion and/or public testimony, the presiding officer shall
16 state the motion before the Board, call for the vote and announce
17 the results of said vote.

18 D. Once debate on a question or an amendment is concluded,
19 the presiding officer shall call for a vote. During the vote, no
20 further debate or discussion shall be permitted, but the presiding
21 officer shall permit the maker of the motion to withdraw it to allow
22 such debate or discussion.

23 E. Voting shall be expressed by Board members stating aye,
24 no, or abstain, by voice vote. Roll call vote shall be conducted if
25 requested by the presiding officer or a Board member.

26

1 F. In the case of a tie on a main motion or an amendment
2 which carries the main motion, the motion shall be considered to
3 have failed.

4 G. Regular meeting agendas include a consent calendar
5 consisting of items of a routine nature, such as annual renewals
6 and/or amendments to existing intergovernmental agreements, auto
7 wrecker and liquor license renewals, citizen appointments to
8 advisory boards, resolutions authorizing designees of the mental
9 health program to direct a peace officer to take an allegedly
10 mentally ill person into custody, and/or transfers of unclaimed
11 property and other routine matters as determined by the Chair. The
12 consent calendar may be approved by a single motion, second and vote
13 of the Board.

14 H. Agenda items may be taken out of order at the discretion
15 of the presiding officer. Upon request of a Board member, consent
16 calendar items may be moved to the regular agenda for discussion
17 prior to voting.

18 SECTION 10. PUBLIC TESTIMONY

19 A. In order to facilitate decision making and public
20 participation at meetings, the presiding officer may limit the
21 amount of public testimony time concerning items before the Board.

22 B. To assist persons wishing to testify at Board meetings,
23 the clerk shall make sign-up cards available. Persons shall be
24 called to testify in the order the cards are submitted to the clerk,
25 unless otherwise recognized by the presiding officer.

26 C. The presiding officer is responsible for preserving

1 order and decorum at meetings. A person creating a disturbance or
2 otherwise obstructing the orderly process of County business may be
3 ejected from the meeting at the discretion of the presiding officer.

4 SECTION 11. ORDINANCES

5 A. Proposed ordinances shall be prepared and submitted for
6 inclusion in the posted agenda as prescribed in the Multnomah County
7 Administrative Procedures Manual.

8 B. Except for an ordinance containing an emergency clause,
9 a proposed ordinance shall be read during regular Board meetings on
10 two different days, at least six days apart.

11 C. A proposed ordinance may be read by title only, upon
12 notification that copies of the complete ordinance are available to
13 the public at the meeting.

14 D. A motion to move a proposed ordinance to its second
15 reading requires the affirmative concurrence of at least three
16 members of the Board. Unless a later date is provided by the Board,
17 upon passage of the motion, the presiding officer shall announce the
18 second reading is scheduled for the next regular meeting, which
19 shall be at least six days from passage of the motion.

20 E. No change or amendment to a proposed ordinance that has
21 been placed on the agenda shall be made, except by approval of a
22 majority of the Board during the public hearing of the ordinance.
23 If the Board approves a change which materially affects a proposed
24 ordinance on the final reading, an additional reading of the amended
25 ordinance shall be held.

26 F. A non-emergency ordinance shall take effect 30 days

1 following Board approval unless the ordinance prescribes a later
2 effective date or the ordinance is referred to the voters.

3 G. A proposed ordinance containing an emergency clause may
4 be introduced, read once and put on its final passage at a single
5 meeting upon unanimous consent of all Board members present. If the
6 Board votes in favor of passage at the first reading but the vote is
7 not unanimous, the proposed ordinance may be scheduled for a second
8 reading and may at that reading be approved as a non-emergency
9 ordinance by majority vote.

10 H. A proposed ordinance containing an emergency clause
11 shall take effect immediately upon passage.

12 I. A proposed ordinance which fails may be resubmitted as
13 prescribed in the Multnomah County Administrative Procedures Manual.

14 SECTION 12. APPLICATION OF RULES TO OTHER MATTERS

15 The Multnomah County Board of Commissioners is the governing
16 body for Dunthorpe-Riverdale Sanitary Service District No. 1 and the
17 Mid-County Street Lighting Service District No. 14. The Board also
18 sits as the Multnomah County Budget Committee and the Public
19 Contract Review Board. The rules adopted herein shall be applicable
20 to the conduct of proceedings of the aforementioned entities.

21 SECTION 13. MISCELLANEOUS

22 A. Any procedural matter not covered by these rules shall
23 be determined pursuant to the most recent edition of Roberts Rules
24 of Order Newly Revised.

25 B. Copies of the published Board Rules shall be available
26 to the public at all meetings of the Board.

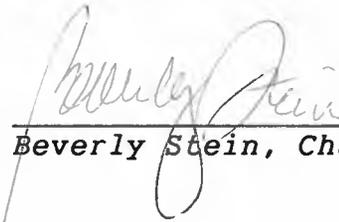
1 SECTION 14. ADOPTION

2 These rules repeal and supercede the rules adopted February
3 7, 1991 and become effective immediately upon Board adoption.

4 DATED this 28th day of October, 1993.

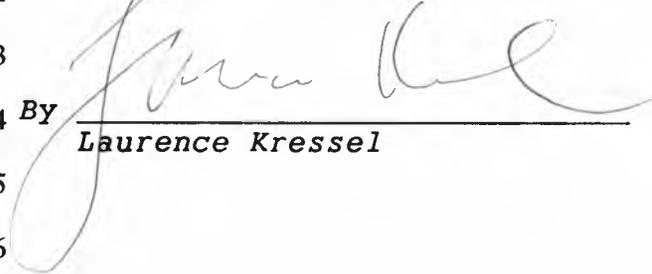


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON



Beverly Stein, Chair

11 REVIEWED:
12 LAURENCE KRESSEL, COUNTY COUNSEL
13 FOR MULTNOMAH COUNTY, OREGON

14 BY 

Laurence Kressel

25 0100C/10-18/db
10/18/93