

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

Adopting Rules of Procedure for)	RESOLUTION
Conducting Board Meetings and)	97-65
Repealing Prior Rules)	

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

WHEREAS Resolution 93-358, the previously adopted and published rules, is in need of revision; now therefore

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

SECTION 1. ORGANIZATION

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

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

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

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

SECTION 2. APPOINTMENT OF VICE-CHAIR

A. The Board shall appoint a Vice-Chair in numerical Commissioner District rotation at the first regular meeting of each calendar year. The Commissioner in

1 rotation may refuse the position, in which case the position shall go to the
2 Commissioner in the next numerical Commissioner District.

3 B. In the event of a vacancy in the Vice-Chair position, the Board shall
4 appoint a Vice-Chair from the next numerical Commissioner District at the first regular
5 meeting following the vacancy.

6 SECTION 3. MINUTES

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

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

12 SECTION 4. MEETINGS

13 A. REGULAR MEETINGS, BOARD BRIEFINGS, WORK SESSIONS

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

16 2. Board meetings, briefings, work sessions and hearings will be
17 conducted in the second floor auditorium of the Portland Building, 1120 SW Fifth
18 Avenue, Portland, Oregon. The Board may conduct meetings at other locations upon
19 notice thereof in the printed agenda.

20 3. The Board shall meet on the second and fourth Tuesday of each
21 month and at other times, as necessary, for the purpose of deliberating on land use
22 planning issues.

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

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

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

7 B. SPECIAL MEETINGS

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

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

16 C. EXECUTIVE SESSIONS

17 1. The Board may meet in executive session as provided by Oregon
18 Revised Statutes. At the commencement of an executive session, the statutory authority
19 for the session shall be stated.

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

23 SECTION 5. NOTICE AND AGENDA

24 A. Pursuant to Chapter III, Section 3.50(4) of the Multnomah County Home
25 Rule Charter, in addition to mailings to interested citizens and media as requested, and
26 posting on the Chair's Web site on the Internet, copies of the printed notice stating the

1 time and place of all meetings and containing an agenda shall be available at the
2 security desk on the first floor of the Multnomah County Courthouse.

3 1. Notice shall be given as described above at least 72 hours before a
4 regular meeting.

5 2. Notice shall be given as described above at least 24 hours before a
6 special meeting.

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

8 SECTION 6. AGENDA PLACEMENT

9 Agenda placements for briefings, ordinances, resolutions, orders and other items
10 presented for Board deliberations shall be submitted as prescribed in the Multnomah
11 County Administrative Procedures Manual.

12 SECTION 7. UNANIMOUS CONSENT

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

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

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

17 SECTION 8. ATTENDANCE, QUORUM

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

20 B. A quorum consists of three Commissioners.

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

23 SECTION 9. VOTING

24 A. A Board member who cannot be physically present at a meeting may
25 attend and participate by voice vote by means of telephonic communication. Except in
26

1 the case of executive sessions, the public shall be provided a place to listen to the
2 communication.

3 B. When a potential conflict of interest arises with respect to a matter
4 pending before the Board, the affected Board member shall publicly announce the
5 nature of the potential conflict prior to taking action.

6 C. Upon a motion and second, the presiding officer shall request discussion
7 and/or public testimony. Upon conclusion of the discussion and/or public testimony,
8 the presiding officer shall state the motion before the Board, call for the vote and
9 announce the results of said vote.

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

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

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

19 G. Regular meeting agendas include a consent calendar consisting of items of
20 a routine nature, such as annual renewals and/or amendments to existing
21 intergovernmental agreements, auto wrecker and liquor license renewals, citizen
22 appointments to advisory boards, resolutions authorizing designees of the mental health
23 program to direct a peace officer to take an allegedly mentally ill person into custody,
24 and/or transfers of unclaimed property and other routine matters as determined by the
25 Chair. The consent calendar may be approved by a single motion, second and vote of
26 the Board.

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

4 SECTION 10. PUBLIC TESTIMONY

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

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

11 C. The presiding officer is responsible for preserving order and decorum at
12 meetings. A person creating a disturbance or otherwise obstructing the orderly process
13 of County business may be ejected from the meeting at the discretion of the presiding
14 officer.

15 SECTION 11. ORDINANCES

16 A. Proposed ordinances shall be prepared and submitted for inclusion in the
17 printed agenda as prescribed in the Multnomah County Administrative Procedures
18 Manual.

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

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

24 D. A motion to move a proposed ordinance to its second reading requires the
25 affirmative concurrence of at least three members of the Board. Unless a later date is
26 provided by the Board, upon passage of the motion, the presiding officer shall announce

1 the second reading is scheduled for the next regular meeting, which shall be at least six
2 days from passage of the motion.

3 E. No change or amendment to a proposed ordinance that has been placed on
4 the agenda shall be made, except by approval of a majority of the Board during the
5 public hearing of the ordinance. If the Board approves a change which materially
6 affects a proposed ordinance on the final reading, an additional reading of the amended
7 ordinance shall be held.

8 F. A non-emergency ordinance shall take effect 30 days following Board
9 approval unless the ordinance prescribes a later effective date or the ordinance is
10 referred to the voters.

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

17 H. A proposed ordinance containing an emergency clause shall take effect
18 immediately upon passage.

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

21 SECTION 12. APPLICATION OF RULES TO OTHER MATTERS

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

1 SECTION 13. MISCELLANEOUS

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

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

6 SECTION 14. ADOPTION

7 These rules repeal and supersede the rules adopted October 28, 1993 and become
8 effective immediately upon Board adoption.

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10 DATED this 10th day of April, 1997.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Beverly Stein, Chair

17 REVIEWED:

18 SANDRA N. DUFFY, ACTING COUNTY COUNSEL
19 FOR MULTNOMAH COUNTY, OREGON

20
21 By 
22 Sandra N. Duffy, Acting County Counsel