

T.5.b.

IN THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY OREGON

ORDER No. 10-

) IN THE MATTER OF AMENDING THE GOOD
) GOVERNANCE PRINCIPLES AND
) PRACTICES BOARD ORDER
)

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

WHEREAS, section II of the Good Governance Order specified the seating arrangement of the Commissioners during meetings; and

WHEREAS, there is a new Chair of the Board of County Commissioners; and

WHEREAS, it is now necessary to change that aspect of the Good Governance Order to reflect the changes in structure of the Board of County Commissioners; and

WHEREAS, the Board has also determined that in order to best meet the needs of the County, it will again have regular meetings of the Facilities Committee and the Finance and Audit committee outside of Board meetings; and

NOW, THEREFORE IT IS ORDERED, that the Good Governance Order be amended to reflect a change in the seating arrangements and committee structure for the Board of County Commissioners.

Dated, this _____ day of _____ 2010.

Chair, Lane County Board of Commissioners

Board Order Amending Good Governance Order

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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.
 - i. 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 be changed to state the following:
 - i. 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, will be changed to the following:
 - i. Maximum time 30 minutes: Speakers will be limited to 3-minutes per public comments. If the number wishing to testify exceeds 10 speakers, the first ten 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.
 - ii. 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 8th Avenue, Eugene, OR

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97401 (attention: Melissa Zimmer). The Board may make arrangements as time allows to play these videos or audio messages during a public meeting.

- g. Commissioner Remonstrance shall be changed on the agenda to the following:**
 - i. New name on agenda: Commissioner's Response to Public Comments and/or Other Issues and Remonstrance.**
 - ii. New Location on agenda: Immediately following public comments.**
 - iii. New rules: (Maximum time 10 minutes: Each Commissioner will be allocated 2 minutes to respond to public comments and/or other issues or to make a Remonstrance).**

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 implement and maintain the following procedures for the recording of Board meetings and the production of Board minutes, and all other committees as practical:**
 - i. Digital recording devices shall be purchased and utilized, as soon as practical, allowing the continuous recording of a full County Commissioners meeting, and other recorded meetings throughout Lane County government, without the need for constant replacement of cartridges, diskettes or memory.**
 - 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.**

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- ii. **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.**
- iii. **The designated Recording Secretary, for each meeting, shall also keep track of all Board or Committee assignments or follow-ups.**
- iv. **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 VIII(d) below.**
- v. **The designated Recording Secretary shall submit draft copies of the minutes electronically to all Commissioners within a week 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 four weeks after the Board meeting was held (five weeks if the fourth week is a down week).**
- vi. **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.**
- vii. **Exceptions to the form of written minutes referred to in v. 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.**
- viii. **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 recordation's whenever practical.**
- ix. **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**

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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 3 commissioners present.
 - i. 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".
 - ii. 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. Lane County Counsel is directed to amend Lane manual or other documents to reflect, as closely as possible, the above changes referenced in sections IV(a)(b)(c) above.
- e. Regular Board meetings of the Board shall be on Tuesdays and Wednesdays.
- f. Regular Board meetings shall be scheduled by the agenda team, usually starting at 10:00 am on Tuesday, recessing as necessary, and continuing until approximately 5 pm, recessing until commencement of a Tuesday community outreach session and adjourning for the day at approximately 8:30 pm.
- g. Regular Board meetings shall again resume on Wednesdays at 9:00 am, recessing as necessary and adjourning at approximately 5 pm.
- h. During recesses of the Board on either a Tuesday or Wednesday, 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.
- i. 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.
- j. 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. Effective as soon as practical, the County Administrator is directed to arrange the meetings of the following committees to meet jointly with the full Board of

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Commissioners on matters pertinent to their charge. The committees are as follows:

- i. **Policies and Procedures;**
 - ii. **Legislative Affairs;**
 - iii. **Technology Management Team;**
 - iv. **Savings are Valuable to Employees (S.A.V.E.) Committee**
 - v. **Economic Development Standing Committee; and**
 - vi. **Any other internal committee, except for Facilities and Finance and Audit, not listed above which County Commissioners have historically been appointed to serve on.**
- b. **The above 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 and 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 Finance & Audit committee and the Facilities committee shall immediately resume meetings as previously scheduled, prior to the adoption of the Good Governance Order in January of 2009.**

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 4 years without reappointment. If the appointee serves in at-large position, the appointee shall serve at the will of the Board of Commissioners, but for no longer than 4 years without reappointment.**
- b. **County Counsel is directed to make the necessary changes in the Lane Manual.**
- c. **All appointees shall follow a code of conduct. County Counsel and Human Resources are directed to formulate a code of conduct for appointees and submit recommended amendments to Lane Manual to the Board of Commissioners for review and action.**

VII. Contact List of all Lane County Elected Officials

- a. **The County Administrator is directed to prepare and maintain an email and mailing address data base, as soon as practical, of the following national and state-wide elected officials:**

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- i. President Barack Obama**
 - ii. Vice President Joe Biden**
 - iii. U.S. Senator Ron Wyden**
 - iv. U.S. Senator Jeff Merkley**
 - v. U.S. Congressman Peter DeFazio**
 - vi. Governor Ted Kulongoski**
 - vii. Secretary of State Kate Brown**
 - viii. State Treasurer Ben Westlund**
 - ix. Attorney General John Kroger**
 - x. Superintendent of Public Instruction Susan Castillo**
 - xi. Labor Commissioner Brad Avakian**
 - xii. District Attorney Alex Gardner**
 - xiii. Sheriff Russ Burger**
 - xiv. Assessor Annette Spickard**
 - xv. All Lane County Circuit Judges**
- b. The County Administrator is also directed to prepare and maintain a similar data base, as soon as practical, of all other elected officials that serve within the borders of Lane County, including but not limited to:**
 - i. Mayors**
 - ii. Justice Court Judges**
 - iii. City councilors**
 - iv. State senators**
 - v. State representatives**
 - vi. School board members**
 - vii. Lane Community College board members**
 - viii. Fire district board members**
 - ix. Library board members**
 - x. Lane Education Service District board members**
 - xi. Park and Recreation district board members**
 - xii. Utility board members**
- c. Upon completion of the data base for each class, and on an annual basis thereafter, 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 in 2009 for community outreach sessions, and other pertinent information as provided by the Chair.**
- 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.**

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- 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 Governor Kulongoski, Senator's Wyden and Merkley, Congressman DeFazio, and all other statewide elected officials.**
- g. The County Administrator shall report back 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 the following community outreach sessions for the first quarter of 2009:**
 - i. Fire and public safety -- hosted by the Board of Commissioners and convened by Commissioner Bill Fleenor at the Siuslaw Fire and Rescue facility, featuring invited presentations by public safety, public health and fire protection experts.**
 - ii. Food security issues -- hosted by the Board of Commissioners and convened by Commissioner Rob Handy at Food for Lane County, featuring invited presentations from organizations such as Food for Lane County, Lane County Food Coalition, Lane Coalition for Healthy and Active Youth (LCHAY), Lane County Health and Human Services.**
 - iii. Lane Micro Garage tour -- hosted by the Board of Commissioners and convened by Commissioner Pete Sorenson, featuring presentations by Lane Micro Enterprise, Lane County Economic Development Coordinator, Michael McKenzie Bahr, Lane Community College Business Development Center, and Tom Bowerman.**
 - iv. Springfield -- as suggested by Commissioner Bill Dwyer.**
 - v. Cottage Grove -- hosted by the Board of Commissioners and convened by Commissioner Faye Stewart, featuring presentations by the Cottage Grove Advisory Council and the Commission for Children and Families, regarding the development of a Lane County Youth Advisory Council.**
- b. In addition, the County administrator is directed to arrange the following community listening sessions to occur during the first quarter of 2009:**
 - i. Florence Events Center;**
 - ii. Willamette High School;**
 - iii. Others as identified.**
- c. 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.**
- d. 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.**

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- e. 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:
 - i. Sorenson - 1997
 - ii. Dwyer - 1999
 - iii. Stewart - 2005
 - iv. Fleenor - 2007
 - v. 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 2009, the order of voting on ordinances shall be as follows:
 - i. Handy
 - ii. Fleenor
 - iii. Stewart
 - iv. Dwyer
 - v. Sorenson
- 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. The Board directs the County Counsel, as soon as practical, to prepare any necessary draft amendments to Lane Manual, or other documents, and report back to the Board to implement the following procedures via a Board Order:
 - i. 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.
 - ii. 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.
 - iii. 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

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amount of additional staff time and resources requested should be provided.

- b. 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 Substitution

- a. The County Counsel is directed to make proposed revisions in Lane Manual and other places, as soon as practical, where there are references to commissioners being appointed to various positions.**
- b. The Board wishes to effectuate the following changes:**
 - i. 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.**
 - ii. In the event a commissioner must be appointed by virtue of a Lane Manual provision, the County Counsel shall amend Lane Manual so that no commissioner is required to be appointed if allowed by law.**
 - iii. 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.**
 - iv. 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.**
 - i. Example agenda items for joint meetings would be discussions of county debt and major obligations, county revenue, county revenue forecasts and the like.**

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- ii. **These joint meetings could involve Tuesday evenings, Tuesday noon or Wednesday noon, when a majority of the citizen members are available.**
- XIII. **Taxpayer Cost Savings Ideas Program**
 - a. **Lane County has had an employee empowerment program for some time, called the SAVE program – ‘Savings Are Valuable to Employees’,**
 - i. **Asking the employees for ideas on how to save money and do the job for Lane County taxpayers better has worked out to the benefit of employees and taxpayers,**
 - b. **The taxpayers themselves may have suggestions for ideas,**
 - c. **The Board of Commissioners needs, wants and appreciates ideas to save money and do things more efficiently,**
 - d. **The name of the program shall be: SAVIT, pronounced SAVE – IT, meaning Savings Are Valuable to Individual Taxpayers.**
 - e. **The Board directs the current SAVE Committee and Lane County Legal Counsel to implement such a program. The Committee shall be made up of a total of 7 committee members. Five (5) of the members shall be appointed by a specific Commissioner. The other two (2) members shall be current SAVE Committee members. The County Administrator shall appoint a staff person to assist the SAVIT Committee. The Committee shall report back to the Board regarding suggestions for how the Committee will be funded and other procedural matters.**
- XIV. **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.**
- XV. **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, procedures that lead to a process or program, integrated into Lane County’s new web site (anticipated to be launched early 2009), 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.**

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- b. The email addresses shall be compiled and maintained by Lane County's Public Information Officer to be used exclusively for Lane County business purposes.**

XVI. Assessment of interest and use of an executive summary form

- a. To assist the Agenda Setting Team, the County Administrator is directed to institute a process where requests from any citizen, committee, department head, city, special district or elected official who wish to have a item submitted for placement on the Board's agenda, excluding required items, are required to provide the agenda team with an 'Executive Summary Form' to include many, if not all of the items shown in Attachment "B".**
 - i. The purpose is to provide a condensed and focused needs and outcomes assessment, along with a ten point scale, with 10 representing a very high level of public interest, and 1 indicating a very low level of public interest.**
 - ii. The County Administrator shall modify the 'Administrative Procedures Manual,' or other pertinent documents, as necessary, and as soon as practical, to reflect this change.**