
CODIFIED ORDINANCES OF JACKSON COUNTY

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**CHAPTER 213
 Board of County Commissioners**

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CROSS REFERENCES

Board of County Commissioners - see CHTR. Ch. III; ORS 203.230 et seq.
 County governing bodies - see ORS 203.111 et seq.
 County home rule - see ORS 203.710 et seq.
 Authority re appointments of officers and employees - see ADM. 246.06
 Board as Local Contract Review Board - see ADM. Ch. 208, 275
 Traffic control powers see TRAF. 410.07
 Authority re sewer and water project review - see S.U. & P.S. 1044.06
 Communication of County Counsel with Board of County Commissioners - see
 ADM. 219.02.

213.01 MEETINGS.

(a) Regular meetings of the Board of County Commissioners shall be held each Wednesday at 9:30 a.m. in the County Courthouse or at such time(s) and place(s) as the Board, by order, may designate.

(b) If the regular meeting date falls on a holiday, the regular meeting shall be held at 9:30 a.m. on the next weekday that is not a holiday. The Board, at its discretion, may, by order, dated not less than three days prior to any regularly scheduled Board meeting, change the date and time for such weekly Board meeting, provided that such meeting is held within the calendar week of such regularly scheduled meeting

(c) The Board, at its discretion, may cancel such weekly Board meeting by order. Cancellation due to lack of a quorum shall not require an order by the Board. Notice of any cancellation shall be given pursuant to section 213.02.

(Ord. 21-78/79. Passed 1-24-79; Ord. 80-30. Passed 11-26-80; E.Ord. 2007-16. Passed 04-11-07; Ord. 2007-17. Passed 04-25-07.)

213.02 NOTICE OF MEETINGS.

Notices of regular and special meetings and of emergency and executive sessions of the Board of County Commissioners shall be given in a manner appropriate to the circumstances and shall be reasonably calculated to give notice to the general public and to persons affected by matters under consideration.

(Ord. 21-78/79. Passed 1-24-79.)

213.03 AGENDAS, NOTICES AND LEGISLATION.

An agenda of all action to be considered at a regular or special meeting of the Board of County Commissioners shall be posted in a conspicuous place in the County Courthouse at least twenty-four hours immediately preceding the meeting. An executive or emergency session will be held after giving notice to members of the Board and the general public, stating the specific provision of the law authorizing the executive session. In the case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances. Copies of all notices and agendas and of ordinances, orders and resolutions to be considered thereunder shall be available at the Courthouse to interested persons throughout the time that such notices and agendas are required to be posted. The Board may take action on an item not on an agenda if the Board members present concur that an emergency requires the action.

(Ord. 21-78/79. Passed 1-24-79.)

213.04 AGENDA ITEMS; INFORMATION REQUIRED.

An agenda item for a regular Wednesday meeting shall be submitted to the Board of County Commissioners not later than 4:00 p.m. on the Friday preceding the meeting. The following information relating to the item shall be submitted:

- (a) The item title and a brief description of the item;
- (b) A statement of any relevant issues of which the Board should be aware prior to the action;
- (c) Action on the item requested by the submitting agency; and
- (d) Any supporting material (reports, studies, correspondence, etc.) necessary or convenient for the Board's consideration of an action on the item

(Ord. 21-78/79. Passed 1-24-79.)

213.05 CONSENT CALENDAR.

- (a) The Secretary of the Board of County Commissioners shall prepare a consent calendar of items which are routine in nature and concerning which no debate is expected. When a vote on the consent calendar is taken, all items on the consent calendar shall be disposed of by a single motion to adopt the consent calendar, which shall not be debatable. The adoption of the consent calendar shall require the unanimous vote of all Commissioners present and shall have the same effect as a separate vote on each item. If the vote for adoption is not unanimous, then each item on the consent calendar shall be voted on separately.
- (b) Any item on the consent calendar shall be removed at the request of any Commissioner prior to the time a vote is taken on the consent calendar. Any item removed from the consent calendar shall be disposed of in the same manner as any other separate item.

(Ord. 21-78/79. Passed 1-24-79.)

213.06 ORDER OF BUSINESS.

The order of business at a meeting of the Board of County Commissioners shall be as follows:

- (a) Request for and discussion of non-agenda items;
- (b) Consent calendar;
- (c) Public hearings; and
- (d) Discussions/deliberations.

(Order 358-81. Passed 11-25-81. Ord. 2003-7. Passed 2-26-03; Ord. 2010-07, Passed 6-9-10.)

213.07 RULES FOR THE CONDUCT OF PUBLIC HEARINGS.

- (a) Rules for the conduct of public hearings are hereby established as follows:
- (1) Only the Chairperson or a member of the Board of County Commissioners may question a speaker.
 - (2) There will be no interruption of a speaker from the audience and no debates on the floor.
 - (3) Applause is not permitted
 - (4) A speaker may criticize a proposal, the Board or an agency of the County, but the speaker shall not argue with another speaker directly.
 - (5) Any speaker may present an opposite view, but not in personal terms.
 - (6) A person wishing to speak shall raise his or her hand and be recognized by the Chairperson conducting the hearing.
 - (7) After being recognized, the speaker shall state his or her name and address before proceeding with his or her statement.
 - (8) The Chairperson may limit the duration of any presentation to the time necessary to cover factual information. Repetition by a speaker shall be avoided.
 - (9) The Commissioner conducting a public hearing shall read these rules prior to the presentation of testimony. (Order 90-73. Passed 10-31-73.)
- (b) No person shall violate any of the rules set forth in subsection (a) hereof. Whoever violates any of such rules shall first be warned by the Chairperson to desist from such violation. In the event that such person does not so desist, he or she may be ordered by the Chairperson to leave the hearing. In the event that such person refuses or otherwise fails to leave such hearing upon being ordered to do so, he or she shall be deemed to be a trespasser and may be arrested, prosecuted and punished for such offense.

(Adopting Ordinance. Passed 12-10-85.)

213.08 TRAVEL EXPENSES.

- (a) Members of the Board of County Commissioners are expected to file for reimbursement for all legitimate expenses directly related to County business incurred during travel outside of the County, consistent with County policy for other management employees.

(b) All mileage, meals and other expenses directly incurred for the purpose of performing County business, whether inside or outside the County, shall be reimbursed by the County, consistent with County policy for other management employees. Commissioners shall keep and submit adequate documentation of the County business purpose and the amount of expenses to be reimbursed. Reimbursement for out-of-County incurred expenses shall be as directed by the Board.

(Order 486-83. Passed 12-28-83.)

213.09 SUBDIVISION PLAT APPROVAL.

(a) All subdivision plats must be approved by the County Assessor before the plat is recorded. Additionally, all subdivision plats must be approved by the Chair of the Jackson County Board of Commissioners before the plat is recorded. In the event that the Chair is for any reason unavailable or unable to approve a subdivision plat, the Vice Chair of the Jackson County Board of Commissioners, another Commissioner, the County Administrator or his/her designee may approve the subdivision plat in place of the Chair.

(b) Notwithstanding paragraph (a) of this Section, a subdivision plat which dedicates land to the use of the public in an unincorporated area of Jackson County must be approved by a majority of the Jackson County Board of Commissioners.

(Ord. 05-14. Passed 09-14-05.)