

BOARD SESSION MEETING PROCESS

1. Chair of the Board of Commissioners calls the meeting to order.

- ❖ Welcome to the Marion County Board of Commissioners Wednesday, (date) Board Session Meeting at 9:00 a.m. in the Senator Hearing Room.

2. Public Comment

- ❖ There is a Public Comment sign up sheet where people can sign up to speak during this time. The board's rules require that people who wish to speak sign up ten minutes before the start of the meeting.
- ❖ The chair of the meeting calls up the people who have signed up to speak. The board's rules limit the time allowed for each person's public comment to three minutes, but this limit is usually invoked only when there is a large number of speakers or when a speaker exceeds a reasonable time.
- ❖ People may speak about any issue of county concern, unless it is related to a quasi-judicial land use case or pending collective bargaining issues. (County Counsel will advise, if there are questions about whether the testimony would be allowable).

3. Consent

- ❖ The chair announces consideration of the consent calendar.
- ❖ One of the commissioners makes a motion to approve the consent calendar.
- ❖ Another commissioner seconds the motion, then there is a vote on the motion.

4. Action

- ❖ The chair reads each item (only one item is considered at a time).
- ❖ The department presents the item.
- ❖ There is discussion of the item.
- ❖ One commissioner makes a motion.
- ❖ Another commissioner seconds the motion, then there is a vote on the motion.

5. Public Hearings

- ❖ Public hearings are scheduled to start at 9:30 a.m. (unless noticed otherwise).
- ❖ The chair reads each item (one hearing is considered at a time).
- ❖ The chair opens the public hearing.
- ❖ The department representative presents the item.
- ❖ The board members ask preliminary questions of department representative.
- ❖ Testimony
 - a. If the matter is a land use hearing, the applicant presents testimony and evidence supporting the application, then those who have signed up as proponents of the application testify, then those opposed to the application testify, then those offering general testimony testify. After all those who have signed up have been given the opportunity to testify, the applicant is given a chance to answer questions and respond to issues presented by the opponents.

BOARD SESSION MEETING PROCESS

- b. If the matter is not a land use hearing, people who have signed up on the public hearing sign up sheet are given the opportunity to testify in the order that they have signed up.
 - ❖ The department representative makes closing comments, answers questions and the board discusses the issues presented.
 - ❖ One commissioner makes a motion to close the public hearing or continue it to a future date. The board can close the public hearing and leave the written record open for a specific time to allow submission of additional documents. If the record is closed, the motion can include approval of the item. The board may also defer final decision on the matter to a later board session.
 - ❖ Another commissioner seconds, then there is a vote on the motion.
6. Chair of the Board of Commissioners reads the list of items on the calendar of upcoming meetings.
 7. Chair of the Board of Commissioners adjourns the meeting.

MOTIONS:

- ❖ Chair does not make a motion and does not normally second it.
- ❖ When motion is made and seconded, take a voice vote (ask – All in favor? Opposed? Abstain?)
- ❖ Chair can second a motion if the other commissioner does not.
- ❖ When motion is made for public hearing, be sure to close the public hearing before making the decision.

ORDINANCES ADOPTED BY EMERGENCY PROCEDURE:

1. Make a motion to read by title only twice
2. Need second
3. Chair reads by title twice (title is wording in upper left hand corner of the ordinance)
4. Make motion to adopt the ordinance
5. Need second
6. Voice vote