



Clackamas County Advisory Body Public Access and Participation Protocol

Name of Protocol	Clackamas County Advisory Body Public Access and Participation Protocol
Department	Department of Public and Government Affairs
Approved By	Sue Hildick, Director
Effective Date	2/1/2022

I. PURPOSE AND SCOPE

To communicate required and recommended protocols for meetings of Clackamas County Advisory Bodies in order to meet legal obligations and provide countywide consistency on public access and participation.

II. AUTHORITY

PGA has oversight of Clackamas County's advisory body program.

III. GENERAL PROTOCOL

Clackamas County is committed to an inclusive and transparent public process that provides timely, accurate, and accessible information, and allows opportunities for public access and participation. Clackamas County also values the safety of community members who serve as advisory members on county advisory bodies. The following protocols are intended to support these important goals.

All advisory bodies shall:

- Post meeting notices/agendas to the county website at least 7 days in advance of a meeting. At a minimum, meeting information should include date, time, location (including virtual meeting link), and agenda.
- Post meeting minutes to the county website upon advisory body approval.
- At a minimum, maintain the following information on the county website:
 - Department Staff Liaison with contact information
 - Current set of by-laws
 - Meeting agendas dating back at least 12 months and not more than 2 years
 - Meeting minutes dating back at least 12 months and not more than 2 years
 - Meeting frequency information
 - Roster of advisory body members (excluding contact information)
- Archive meeting agendas and minutes for permanent retention.

As a best practice, all advisory bodies should strive to:

- Provide the general public with an opportunity to access and attend meetings by telephone, video, or other electronic or virtual means.

All advisory bodies may:

- Take audio and/or video recordings of meetings. To ensure consistency, any advisory body that chooses to take recordings **must** record all meetings in the same manner, retain the recordings for a one year period, and note in the meeting minutes that recordings will be provided upon request within one year of the meeting. Any advisory body taking recordings also may choose to post the recordings to the county website, which shall be done consistently for all meetings and be available on the county website for a period of one year. Audio and/or video recordings will not serve as a substitute for meeting minutes.
- Take public comment during meetings, unless a formal public hearing is taking place in which case public comment is required. For meetings that include a public comment opportunity, both oral comment (telephone, video, or other electronic/virtual means) and written comment (email or other electronic/virtual means) must be allowed, with comments provided to the advisory body members in a timely manner so that they may consider the feedback. The means and time allowed for public comment is at the discretion of the chair and meeting facilitator of each advisory body.

IV. DEFINITIONS

Advisory Member: Any person appointed to an advisory board, committee, commission, council, or board by the Board of County Commissioners.

Advisory Body: The advisory committee, commission, council, or board the advisory member is appointed to serve on.

Staff Liaison: A staff person assigned to provide support to administer the business of the advisory board, committee, commission or council by a county department director.

V. ACCESS TO PROTOCOL

This protocol is available on the county internet, intranet, and PowerDMS.