

**CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Study Session Worksheet**

Presentation Date: **3/1/11** Time: **10:00 AM** Length: **30 minutes**

Presentation Title: **Board Meeting Guidelines review and discussion**

Department: **County Administration / County Counsel**

Presenters: **Laurel Butman, County Administration / Stephen Madkour County Counsel**

**ISSUE & BACKGROUND**

To encourage diverse public participation and efficient use of time at its regular public meetings the Board requested that staff develop guidelines for conduct at its meetings which could be posted for the public. The attached draft guidelines and supporting resolution, developed by County Administration and County Counsel, are presented for review and discussion.

**OPTIONS AVAILABLE**

1. Approve the draft Guidelines and Resolution for consideration at the March 3, 2011 Board Business Meeting.
2. Request revisions to the draft Guidelines and Resolution to be presented for consideration at the March 3, 2011 Board Business Meeting.
3. Request revisions to the draft Guidelines and Resolution to be presented for reconsideration at a future Board Study Session.
4. Request that staff pull this agenda item from consideration by the Board.

**RECOMMENDATIONS**

Staff respectfully requests that the Board approve the draft Guidelines and Resolution, with any needed revisions, for consideration at the March 3, 2011 Board Business Meeting.

**QUESTION(S) PRESENTED FOR CONSIDERATION**

Does the Board approve the draft Guidelines and Resolution, with any needed revisions, for consideration at the March 3, 2011 Board Business Meeting?

**SCHEDULE FOR STUDY SESSION**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval \_\_\_\_\_

County Administrator Approval Laurel Butman

## DRAFT ONLY

### RESOLUTION No.

WHEREAS, the Board of County Commissioners desires to encourage diverse public participation and efficient use of time at its regular public meetings by adopting and publishing guidelines for conduct at its meetings; and

WHEREAS, diverse public participation will be fostered by procedures which protect meeting participants from distraction or disruptive behavior as they bring their views to the attention of the Board; and

WHEREAS, all Board meetings must comply with the Oregon Public Meetings Law; and

WHEREAS, Board Order No. 2000-01 adopted current Board rules that now need updating,

NOW THEREFORE be it resolved that:

1. The following Board Meeting Guidelines will be posted at all Board meetings:

#### CLACKAMAS COUNTY BOARD MEETING GUIDELINES

The Board of County Commissioners wants to hear your public input in a safe environment that is welcoming to all visitors. You are encouraged to follow the basic courtesies listed below so that everyone has the opportunity to feel welcome and be heard.

1. Sign-up to speak on provided cards or sheets. Testimony will be taken in the order of sign-up, unless otherwise recognized by the Chair.
2. Speak into the microphone so others can hear you and please give your name and address.
3. Respect the responsibility of the Chair to keep meetings positive and safe.
4. Address your comments to the Board of County Commissioners and speak to the agenda topic to ensure your viewpoint is registered.
5. Keep testimony respectful and civil and refrain from personal attacks.
6. Please refrain from disruptive behavior.
7. You may show your agreement and support for testimony by raising a hand.
8. Video cameras and other recording devices are allowed as long as they are not blocking views or aisles.

Thank you for your cooperation.

2. This Resolution repeals Board Order No. 2000-01.

ADOPTED this \_\_\_\_\_ day of March, 2011.

BOARD OF COUNTY COMMISSIONERS FOR CLACKAMAS COUNTY, OREGON

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Lynn Peterson, Chair

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Mary Raethke, Clerk of the Board