

## MEMORANDUM

TO: Board of County Commissioners (BCC), Clackamas County  
FROM: Gary Schmidt, County Administrator  
RE: Board Meeting Policy and Guidelines  
DATE: January 10, 2023

---

### REQUEST:

Informational only: Discuss Board meeting policy and guidelines.

In an effort to save time and streamline meeting agendas, staff proposes the following policies and guidelines for weekly Board meetings:

### REGULAR ORDER OF BUSINESS

1. Commissioner brings items of interest/research/consideration to Administrator Issues.
2. With additional Board interest, County Administrator will direct staff to pursue and bring back.
3. Staff may prepare a policy session for full Board discussion/decision.

### ADMINISTRATOR ISSUES & UPDATES (Tuesdays, 10 a.m. – 12 p.m.)

- Short updates and/or topics of BCC interest
- Approval of support letters, invitations, requests for funding
- Staff seeking guidance if the Board want to pursue a particular policy issue
- Individual Commissioner seeking guidance or approval to direct staff for an assignment
- Individual Commissioner bringing agenda items to the Chair and Board's attention.
- Review of consent agenda requests prior to the business meeting
- BCC discussion with colleagues

### EXAMPLES:

*Appointed Boards and Commissions (ABC) appointments*  
*Approval of Letters from the BCC*  
*Consent agenda requests*  
*Staff report back/updates*  
*Legislative session updates*  
*Proposed resolutions and proclamations*  
*BCC committee updates*

*BCC requests (public hearings, policy sessions, research projects, etc.)*  
*Performance Clackamas Implementation team updates*

TIMING – approximately 5-10 minutes per item.

MATERIALS – due to [CA\\_Issues@clackamas.us](mailto:CA_Issues@clackamas.us) on Wednesday the week before (by 12 p.m.), memos or letters prepared by department staff as appropriate.

Consent agenda items due to [clerktotheboard@clackamas.us](mailto:clerktotheboard@clackamas.us) on Wednesday the week before (by 12 p.m.).

**POLICY SESSION (Wednesdays, 10 a.m. – 12 p.m.)**

- BCC policy issue deliberation, expected Q & A that may lead to next steps, not necessarily a final decision
- BCC policy decisions
- Public discussions with jurisdictional partners

**EXAMPLES:**

*SHS quarterly/annual reports*  
*Transportation System Plan*  
*WES 5 year Capital Investment Plan*  
*Fees and fines*  
*ARPA expenditures*  
*Urban Renewal Plan amendment proposal*  
*Fireworks Ban*  
*Metro Solid Waste Fees*  
*Oak Lodge Water District ballot request*

TIMING – between 30-60 minutes, possibly more with BCC Chair approval.

MATERIALS – due to [ClerktotheBoard@clackamas.us](mailto:ClerktotheBoard@clackamas.us) on Wednesday the week before (by 12 p.m.). Policy Session worksheets are prepared by department staff as appropriate, Power Point presentations shall be no more than 15 slides; staff presentations should be no more than 10-20 minutes, regardless of the length of the session.