

200.00 - Board of Commissioner Meetings

Refer:

- Multnomah County Home Rule Charter, Section 3.50 , Board Meetings
- Multnomah County Resolution No. 2013-021, Rules for Board Meetings
- Board of County Commissioners/BCC -1, Board Agenda Submissions and Process

Definitions:

- Agenda Placement Requests (APR's): Form required for all Agenda submissions (e.g. appointments, briefings, budget modifications, contracts, intergovernmental agreements, memorandums of understanding, Notice of Intent to apply for a Grant (NOI), ordinances, orders, resolutions, proclamations, etc.), which must include a substantive outline of the issues and supporting materials to be presented to the Board of Commissioners.
- Board Clerk's Office: Manages the Board Meeting agenda process, including but not limited to: setting the meeting schedule, compiling the agenda, issuing public notice, facilitating public comment, drafting meeting minutes, finalizing public records, and archiving.

Policy:

1. The Multnomah County Board of Commissioners serve as the governing body of the County, making decisions that impact government and the community alike. The Chair serves as the Chief Executive Officer, presiding over Board Meetings. The Commissioners conduct all legislative activities of the County, including review of policy, budget and other instruments.
2. The Multnomah County Sheriff's Office is an elected Office within the County, thus must be professionally capable of navigating protocol and procedure with the Board of Commissioners. Because all communications requiring Board approval will be developed and submitted through the Multnomah County Board Clerk's Office, the Sheriff must approve MCSO-specific Agenda Placement Requests and any supporting materials before documents are submitted for Board consideration.
3. The Fiscal Services Unit staffs the Sheriff's Office on Agenda Placement Requests and manages any supporting materials. It generally takes four (4) weeks to develop, coordinate and finalize an Agenda Placement Request, therefore advanced planning and cooperation is necessary. All submissions are public record.

Procedure:

1. MCSO members must consult with, and follow the direction of, the Fiscal Services Unit regarding when an Agenda Placement Request is required and how it must be prepared and presented to the Board.
2. As appropriate, the Fiscal Services Unit will coordinate with the following entities to finalize an Agenda Placement Request for the Sheriff's signature, submission to the Board Clerk's Office, and presentation to the Board:
 - 2.1. Requesting MCSO member and their chain of command,
 - 2.2. MCSO's Human Resources Unit,
 - 2.3. MCSO's Chief of Staff,
 - 2.4. Multnomah County's Budget Office,

- 2.5. Multnomah County's Attorney's Office,
- 2.6. Multnomah County's Government Relations Office, and
- 2.7. Involved intergovernmental partner(s).

3. The Fiscal Services Unit will track the following scheduling guidelines in anticipation of Board Meetings:
 - 3.1. Five Weeks Prior to Board Meeting – Request time on the Chair's Agenda with Board Clerk's Office
 - 3.2. Four Weeks Prior to Board Meeting – MCSO's Chief of Staff briefs Board Staff
 - 3.3. Three Weeks Prior to Board Meeting - Submit materials to entities (See Section 2)
 - 3.4. Two Weeks Prior to Board Meeting – Submit finalized materials to Board Clerk's Office (APR)
 - 3.5. One Week Prior to Board Meeting – Submit finalized materials to Board Clerk's Office (APR, supporting and/or presentation materials)
 - 3.6. Week of Board Meeting – MCSO's Chief of Staff to Board Staff on Monday, Board Briefings on Tuesday, Board Meetings on Thursday

History:

- Original Policy Enacted: 12/13/17
- Next Review Date: 12/13/19
- Review By: Fiscal Services Unit
- Reviewed 1/15/2020
 - No edits, deletions or additions made to originating policy and procedure.
- Next Review Date: 1/15/2022
- Review By: Fiscal Services Unit