

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

In the Matter of Adopting the	)	ORDER
Tillamook County Board of	)	#23-_____
Commissioners Policies and	)	
Procedures	)	

This matter came before the Tillamook County Board of Commissioners on December 27, 2023 at the request of Rachel Hagerty, Chief of Staff. The Board of Commissioners, being fully apprised, finds as follows:

1. The Tillamook County Board of Commissioners governs the county and shall have policies and procedures that establish best practices necessary to conduct business and serve the citizens of Tillamook County.
2. The Tillamook County Board of Commissioners has established a policy with guidelines for the board's organization, function, and meeting conduct in a transparent manner in accordance with public meeting law.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

3. Policy #BOC-1 attached herein is hereby enacted.

DATED THIS 27<sup>th</sup> day of December, 2023.

THE BOARD OF COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

	Aye	Nay	Abstain/Absent
_____ Erin D. Skaar, Chair	___	___	___/___
_____ Mary Faith Bell, Vice-Chair	___	___	___/___
_____ David Yamamoto, Commissioner	___	___	___/___

ATTEST: Christy Biggs,  
County Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Special Deputy

\_\_\_\_\_  
William K. Sargent,  
County Counsel



## ADMINISTRATIVE POLICY

SECTION: Board of Commissioners	POLICY: BOC-1	
TITLE: Board Policies and Procedures	ORDER #: 23-XX	
DEPT: Board of Commissioners		
ADOPTED: 12/27/2023	REVIEWED: TBD	REVISED: TBD

1. **PURPOSE:** The board of commissioners governs the county and shall have policies and procedures that establish best practices necessary to conduct business and serve the citizens of Tillamook County.
2. **APPLICABILITY:** The board of commissioners and board of commissioners' office staff.
3. **GENERAL POLICY:**
  - 3.1 This policy establishes guidelines for the board's organization, function, and meeting conduct in a transparent manner in accordance with public meeting law.
  - 3.2 This policy shall be reviewed by the board of commissioners annually and updated as needed.
4. **POLICY GUIDLINES:**
  - 4.1 Organization
    - 4.1.1 Together, the three commissioners are the chief executive officer of the county.
    - 4.1.2 The board chair rotates annually.
    - 4.1.3 Each commissioner has authority to call, convene, preside over, and submit or withdraw agenda items for any meeting of the board.
    - 4.1.4 The board reserves the right to recess to executive session as may be required at any time during these meetings, pursuant to ORS 192.660(1).
  - 4.2 Attendance and Quorum
    - 4.2.1 Unless otherwise designated to another commissioner, the appointed chair shall convene and preside over any meetings of the board when attending.

4.2.2 A quorum (a majority of board members) must be present to hold a meeting and conduct business, except for community update meetings where only one commissioner may be present.

4.2.3 The vice-chair presides when the chair is absent.

4.2.4 A commissioner who cannot be physically present at a meeting may attend by participating remotely from a location other than the physical location designated in the meeting agenda.

#### 4.3 Notice and Agenda

4.3.1 Matters for discussion and consideration by the board shall be placed on an agenda prepared by staff and approved by the board chair. Another commissioner or the Chief of Staff may approve when the chair is absent.

4.3.2 Staff will give notice stating the meeting time and place and post the meeting materials on the board's Meetings, Agendas, & Minutes webpage at *tillamookcounty.gov/bocc/page/meetings-agendas-minutes*.

4.3.3 All meeting notices are publicized in accordance with public meeting laws. Notice will be given at least 72 hours before each board meeting and at least 24 hours before other meetings.

4.3.4 The agenda submission deadline is 10 a.m., Friday, one week prior to the Wednesday board meeting.

4.3.5 Members of the public shall submit agenda item requests to *boccagenda@tillamookcounty.gov*.

4.3.6 Posted agendas are subject to change. An agenda item may be withdrawn or postponed at any time before the start of the meeting. A non-agenda item may be added upon approval of a commissioner or the Chief of Staff. Staff will revise the online agenda accordingly.

#### 4.4 Voting

4.4.1 If a potential conflict of interest exists for any commissioner relating to any matter on the agenda, the commissioner will publicly announce the nature of the potential conflict before participating in the discussion of that matter. If the commissioner has an actual conflict of interest relating to any matter, the commissioner may not participate or vote on that matter.

4.4.2 After a motion and second, the chair will ask for discussion. At the conclusion of the discussion, the chair will call for the vote.

4.4.3 No voting abstention is allowed. Commissioners must vote 'yes' or 'no' unless they have been excused for a conflict of interest.

4.4.4 Board meeting agendas include a consent calendar for approval of items determined routine by the chair. The consent calendar may be approved by a single motion, second and vote of the board.

4.4.5 Agenda items may be taken out of order at the discretion of the chair.

#### 4.5 Minutes

4.5.1 Staff will make a record of all board meetings and the record will comply with the Oregon Public Meetings law.

4.5.2 Beginning January 1, 2024, all meeting records can be accessed at [tillamookcounty.gov/bocc/page/meetings-agendas-minutes](http://tillamookcounty.gov/bocc/page/meetings-agendas-minutes).

4.5.3 Prior to December 30, 2020, meeting records can be accessed at [tillamookcounty.gov/meetings](http://tillamookcounty.gov/meetings) or by contacting the Board of Commissioners' office.

#### 4.6 Translation and Closed Captioning

4.6.1 County webpages can be translated by selecting a language option near the bottom of the webpage.

4.6.2 Closed captioning and translation options are available for recorded videos provided on the county's YouTube page at [youtube.com/@tillamookcounty1434](https://youtube.com/@tillamookcounty1434). Only closed captioning is available during live meetings.

4.6.3 Translation options for meeting documentation are available via Google Translate.

#### 4.7 Subscription

4.7.1 A meeting notification subscription is available by registering at [tillamookcounty.gov/bocc/page/meetings-agendas-minutes](http://tillamookcounty.gov/bocc/page/meetings-agendas-minutes).

#### 4.8 Public Comment

4.8.1 Providing public comment is an opportunity for constituents to express their views to the board, which may or may not respond.

4.8.2 The board allows public comment at board meetings during the public comment period designated on the agenda.

4.8.3 Comments are limited to one per person and per agenda item.

- 4.8.4 Comments should be related to the agenda item(s) previously registered to comment on.
- 4.8.5 The allotted time for public comments is two minutes per person, per agenda item; this time may not be allotted to another speaker. The chair may, at their sole discretion, further limit or expand the amount of time.
- 4.8.6 In-Person Procedures
- a. Before the board meeting begins, sign in and indicate on which agenda item you would like to comment. When your name is announced, come forward to the table, identify yourself, area of residence, and organization represented, if any.
- 4.8.7 Virtual Procedures
- a. Register by sending an email to *publiccomments@tillamookcounty.gov* by 12:00 p.m. on the Tuesday prior to the board meeting. The email must contain the registrants full name, area of residence, and phone number, and the agenda item(s) to comment on.
  - b. The meeting is accessible at *tillamookcounty.gov/bocc/page/meetings-agendas-minutes*.
  - c. When logged in to the meeting participants must remain muted with the camera off until recognized by the chair. Then unmute and turn on the camera.
  - d. Call 503-842-1814 or send an email to *helpdesk@tillamookcounty.gov* regarding any meeting technical issues.
- 4.8.8 Written Procedures
- a. Written comments may be mailed to 201 Laurel Avenue, Tillamook, Oregon 97141 or emailed to: *publiccomments@tillamookcounty.gov*.
  - b. Written comments received by 12:00 p.m. on the Tuesday prior to the board meeting will be distributed to the board and posted online. All written comments submitted become part of the permanent public meeting record.

#### 4.9 Meeting Decorum

- 4.9.1 Commissioners and presenters should be addressed by their title followed by their last name.
- 4.9.2 Commissioners should obtain approval from the chair before speaking or asking questions of staff, presenters, and public.
- 4.9.3 All board meetings shall commence with the Pledge of Allegiance.

- 4.9.4 The chair will utilize the gavel as needed to maintain order, commence and adjourn meetings, and signal approval of motions.
- 4.9.5 Public hearings are formal proceedings publicized through a special public notice issued to media and others. Public hearings held by the board are to provide the board an opportunity to hear from the public about a specific topic. Public hearings are therefore different regarding audience participation at board meetings.
- 4.9.6 The courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing visual, or manual impairments who wish to participate in the meeting, contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.
- 4.9.7 Members of the public do not have the right to disrupt the meeting; the board may prohibit demonstrations such as booing, hissing, or clapping. Remarks containing hate speech, profanity, obscenity, name calling or personal attacks, defamation to a person, people, or organization, or other remarks the board deems inappropriate will not be allowed.
- 4.9.8 The chair has authority to keep order and impose reasonable restrictions necessary for the efficient and orderly conduct of a meeting. Any person who fails to comply with reasonable rules of conduct or who creates a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.
- 4.10 Commissioner Liaisons
- 4.10.1 Commissioner Liaisons Generally:
- a. The purpose of a commissioner liaison is to:
    - A. Serve as a steward of the county and an advocate of the department.
    - B. Serve as the board's primary, but not exclusive, point of contact for the department director and external inquiries.
    - C. Fulfill the coaching, accountability, and basic supervisory needs for the department directors of the county departments and offices to which that commissioner is assigned as liaison.
    - D. Work in an advisory capacity with the elected officials in charge of each county office to which that commissioner is assigned as liaison.
    - E. Regularly share updates with other board members during board briefings and/or other board meetings, when appropriate, to keep other board members updated about issues and concerns within the department.
  - b. It is not the role of a commissioner liaison to act as a decision-maker or policy-maker for substantial internal issues unless such authority is specifically delegated by the board.

#### 4.12.2 Commissioner Liaison Assignments:

- a. Liaison assignments are determined annually by the board, and at such other times as the board may deem appropriate.
- b. The board will assign a liaison commissioner to each county department and office.
- c. When deemed appropriate by the board, the board may also assign a liaison commissioner to particular major projects, external groups or agencies, or other subjects or entities.