

ELBERT COUNTY GOVERNMENT

POLICY REGARDING ELBERT COUNTY PUBLIC MEETINGS

SECTION 1 – PURPOSE

To provide guidance to the Clerk of the Board of County Commissioners, County employees, and the public regarding the procedures to be followed for business meetings of the Board of County Commissioners, and notices and agendas of such meetings.

SECTION 2 – POLICY

A. Regular and Special Business Meetings

- 1) The Elbert County Board of County Commissioners (BOCC) will hold regular business meetings at 9:00 a.m. on the second and fourth Wednesdays of each month at the BOCC Meeting Room on the upper floor of the Elbert County Administration Building, 215 Comanche Street, Kiowa, CO 80117 (unless otherwise cancelled, rescheduled, or relocated). The agenda of the regular business meetings will normally include discussion items and action items, and the opportunity for public comment. The purpose of the regular business meetings will be to discuss and develop policies, discuss issues and receive information from department heads and elected officials, conduct public hearings, discuss its upcoming actions and its job products, and to take action on behalf of Elbert County. These meetings (except for Executive Sessions pursuant to C.R.S.24-6-402(d.5) (II)) will be open to the public.
- 2) The BOCC will hold special business meetings only on an as-needed, emergency basis, and will be noticed at least 24 hours prior to the holding of the meeting, if possible, by posting a notice on the bulletin boards on the Second Floor and on the outside bulletin board of the Elbert County Administration Building, 215 Comanche Street, Kiowa, CO.
- 3) While all available efforts shall be made to provide a hearing allowing in-person public attendance, in the event of an emergency, hearings may be held, in part, electronically and/or telephonically so long as the necessary quorum of Commissioners attends either in person or electronically. Hearings held electronically under such circumstances shall be electronically broadcast and available for public viewing, and include an opportunity for public comment either electronically or telephonically if public attendance is not possible. Publication of the means and process for public comment under such circumstances shall be published as soon as practicable prior to any such hearing.

B. Robert's Rules of Order

- 1) Except as otherwise specified by state law or other Board policies pertaining to its own operating procedures, the BOCC shall operate by the rules prescribed in Robert's Rules of Order, Newly Revised (RRONR), as those rules can reasonably be applied to the conduct of BOCC business.



- 2) The BOCC recognizes that one such reasonable exception is the granting of authority to the Chair to strike second motions for this three-person board when necessary. (Without this authority, the BOCC cannot take action on any matter in the absence of a single member even though a quorum of two is present.) It shall be the responsibility of the Board Chairman to utilize RRONR when appropriate to do so.

C. Public Comment at Regular and Special Business Meetings

- 1) The BOCC will allow public comment, prior to discussion items and action items, at regular business meetings and special business meetings. Public Comment shall be limited to issues over which the Board has authority, be respectful of county personnel and citizenry and not exceed three-minutes. Members of the public are expected to sign in on a "Public Comment Roster" and will be called in the order determined by the Board Chairman. Only one comment per person is allowed. Speakers may not "yield" their time to others. Questions asked by the public shall, when possible, be answered immediately by the Chairman or referred to staff members present for reply. Questions requiring investigation shall be referred to the County Manager for consideration and later response.
- 2) Public Comment associated with Discussion Items will be called for after staff presentation and discussion by the BOCC. Such comment will be focused on the issue at hand and not be used to address other topics. Only one comment per person is allowed. Speakers may not "yield" their time to others.
- 3) Public Comment associated with Action Items will be called for after staff update on the issue prior to final discussion and decision by the BOCC. Only one comment per person is allowed. Speakers may not "yield" their time to others.
- 4) Abuse of public comment periods may result in individuals being barred from future comment at the discretion of the Chairman. It should be remembered that the purpose of public comment is to help ensure all aspects of issues are considered prior to policy decisions being made. Public comment is not "a poll" and therefore, in the interest of respecting the time of all involved, the chair may restrict comments should they become repetitive.
- 5) Members of the public wishing to make formal presentations before the BOCC should make arrangements in advance with the County Manager so that such presentations, when appropriate, may be coordinated with the appropriate staff members and scheduled on the agenda.

D. Day-to-Day Oversight of Property and Employee Supervision Meetings

The BOCC may hold as-needed meetings to conduct day-to-day oversight of property or supervision of employees. The purpose of these meetings is to discuss and reach decisions on day-to-day issues which require timely oversight of property and supervision of employees by the BOCC, such as verbal updates and written reports from the County Manager, County Attorney, Department Heads, and employees. These meetings are not open to the public and not subject to public notice.

E. Posting of Meeting Notices, Agendas, and Drafts of Resolutions and Staff Summaries

- 1) In order to provide full and timely notice to the public, the official posting place of all notices and agendas for regular and special BOCC meetings, as required pursuant to C.R.S. 24-6-402 (2), the Elbert County Board of County Commissioners has designated the County's online Board information page as the official public notice site. In addition to the posting of notices on the bulletin boards, the Board has also determined that the posting of legal notices on the bulletin boards located on the 1st and 2nd floors at 215 Comanche Street, Kiowa, CO is added courtesy, convenience and transparency for our citizens and taxpayers.



- 2) Until acted upon by majority vote of the BOCC, such documents posted on the Elbert County Website will be in draft form only, and will be marked as follows: **“PLEASE TAKE NOTICE that the attached materials are preliminary only, are subject to discussion, correction, additions and changes, and are provided as draft documents which will be discussed and considered by the Elbert County Board of County Commissioners at a public meeting.”**
- 3) Pursuant to C.R.S. 24-6-402 (7), if a person requests notification of all meetings or specific meetings, the Clerk of the BOCC will exercise good faith and reasonable efforts to provide reasonable advance notification via e-mail, and will place such persons on a notification list for two years. Such persons will be required to sign the attached form requesting placement on the list, and providing authorization to send notifications to the requestor’s e-mail address. This notification list shall not apply to day-to-day oversight of property or employee supervision meetings.

F. Deadline for Providing Draft Documents to the Clerk of the BOCC and Staff

- 1) In order to provide adequate time for review and revision of documents to be discussed and acted upon by the BOCC, staff will use good faith and reasonable efforts to e-mail all draft documents which will be placed on an upcoming BOCC agenda to the Clerk of the BOCC, the County Manager, and the County Attorney by 5:00 p.m. on the Wednesday two weeks prior to the applicable BOCC meeting.
- 2) The Clerk of the BOCC will use good faith and reasonable efforts to e-mail a tentative agenda and all draft documents which will be placed on an upcoming BOCC agenda to the Commissioners by 5:00 p.m. on the Wednesday one week prior to the applicable BOCC meeting. If a change or addition to the tentative agenda is necessary, the change or addition will only be approved by majority vote of the BOCC at the regular or special business meeting.

G. Attendance at Meetings by County Commissioners

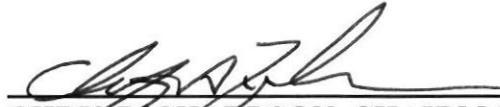
A quorum of the BOCC will consist of two commissioners being physical present at the location of the meeting. Telephone attendance of BOCC meetings will be allowed on an emergency basis only, with no more than three telephone appearances per calendar year per commissioner. A commissioner may only cast a telephonic vote on agenda items for which they have participated in discussion related to that item. No telephone attendance of executive sessions will be allowed.

H. Reservation of Authority

All prior policies on these matters are hereby revoked, and this policy will supersede all prior policies on these matters in their entirety. The Board of County Commissioners reserves the right to alter, amend, add to or revoke all or part of these policies and procedures at any time.



ADOPTED BY MOTION AND EFFECTIVE ON THE 22nd DAY OF April, 2020.


_____ AYE
CHRIS RICHARDSON, CHAIRMAN


_____ AYE
GRANT THAYER, VICE-CHAIR


_____ AYE
RICK PETTITT, COMMISSIONER

ATTEST: DALLAS SCHROEDER
COUNTY CLERK

BY: Amandaw Moore

Deputy Clerk to the Board – Amanda Moore

