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Purpose

The purpose of this policy is to facilitate the effective transaction of business by the County Board of Commissioners (Board) and its committees. Furthermore, this policy is intended to provide guidance and procedures for operational and administrative tasks associated with conducting meetings of the Board and its committees.

Statutory Citations

- Minnesota Statutes Chapter 331A: Trade Regulations, Consumer Protection
- Minnesota Statutes Chapter 358: Oath of Office
- Minnesota Statutes Chapter 370: Counties
- Minnesota Statutes Chapter 373: Counties; Powers, Duties, Privileges
- Minnesota Statutes Chapter 375: County Boards
- Minnesota Statutes Chapter 375A: Optional Forms of County Government
- Minnesota Statutes § 471.59: Joint Exercise of Powers

Organization

The County Board of Commissioners consists of five (5) members elected from single member districts apportioned on the basis of population as provided by law. The boundaries of commissioner districts, including the procedures to follow in the event that a redistricting is needed, are established pursuant to Minnesota Statutes § 375.025. The term of each commissioner is four years, except as otherwise established pursuant to Minnesota Statute §375.03.

Vacancy

The County Board of Commissioners consists of five (5) members elected from single member districts apportioned on the basis of population as provided by law. A vacancy in the office is filled in one of two ways, pursuant to Minnesota Statute §375.101. A vacancy may be filled at a special election to be held not fewer than 30 nor more than 90 days after the vacancy occurs. The special primary or special election may be held on the same day as a regular primary or regular election but the special election shall be held not fewer than 14 days after the special primary. The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term.

If the vacancy occurs fewer than 60 days before the general election preceding the end of the term, the vacancy shall be filled by the person elected at the general election for the ensuing term. That person shall take office immediately after receiving the certificate of election, filing the bond and taking the oath of office.

A vacancy may be filled by Board appointment at a regular or special meeting. The appointment shall be evidenced by a resolution entered into the minutes and shall continue until an election is held. All elections to fill vacancies shall be for the unexpired term. If the vacancy occurs before the first day to file affidavits of candidacy for the next county general election and more than two years remain in the unexpired term, a special election shall be held in conjunction with the county general election. The appointed person shall serve until the qualification of the successor elected to fill the unexpired part of the term at that special election. If the vacancy occurs on or after the first day to file affidavits of candidacy for the county general election, or when less than two years remain in the unexpired term, there shall be

no special election to fill the vacancy and the appointed person shall serve the remainder of the unexpired term and until a successor is elected and qualifies at the county general election.

Officers

The Board, at its statutory meeting (first Tuesday after the first Monday of each year), elects from its members a Board Chair (Chair) and a Board Vice-Chair (Vice-Chair). The Chair presides at Board meetings, decides on questions of order, and signs all documents requiring signature on the Board's behalf. The Chair's signature, attested to by the County Administrator, is binding as the signature of the Board.

The Board elects from its membership a Vice-Chair at the same time and place and in the same manner as provided for the election of the Chair. The Vice-Chair performs the duties of the Chair when the Chair is unable to perform those duties.

If the Chair and Vice-Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the Board shall be signed by a majority of it and attested to by the County Administrator pursuant to Minnesota Statutes § 375.13.

Meetings

At the annual organizational meeting, the Board shall adopt a schedule of regular Board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by vote of the Board. The schedule shall be maintained on file in the Administrative Services Office (ASO) pursuant to Minnesota Statutes § 13D.04 Subdivision 1.

Unless otherwise stated, all regular meetings of the Board will be convened in the Board Room of the Historic Courthouse in Milaca, Minnesota. All regular meetings of the Board are open to the public.

Organizational Meeting

The Board meets in the Board Room for the transaction on business on the first Tuesday after the first Monday in January pursuant to Minnesota Statute § 375.07. The Board conducts organizational business during this meeting, including:

- | | |
|--|-------------------------------------|
| 1. Administration of the Oath of Office | Minnesota Statute § 358.05 & 375.08 |
| 2. Election of Officers | Minnesota Statute § 375.13 |
| 3. Committee Appointments | Minnesota Statute § 375.06 |
| 4. Joint Powers Agreement Appointments | Minnesota Statute § 471.59 |
| 5. Adopt Official Newspaper | Minnesota Statute § 375.12 |
| 6. Adopt Resolution Setting Minimum Salaries | Minnesota Statute § 387.20 & 388.18 |
| 7. Adopt Board Meeting Schedule | |
| 8. Delegate Electronic Fund Transfer Authority | Minnesota Statute § 471.38 |
| 9. Adopt Web Publication for Transportation Project Bids | Minnesota Statute § 331A.12 |
| 10. Grants-in-Aid Trail Sponsorship | |

Special Meetings

The Board may, by Board action, establish a special or emergency meeting. Special meetings shall be scheduled, and notice posted or provided at least three days in advance, in accordance with Minnesota Statutes § 13D.04 Subdivision 2.

A joint meeting with the Board and any other political subdivision may be held within the boundaries of either subdivision and will be specified in the meeting notice.

Emergency Meetings

Pursuant to Minnesota Statutes § 13D.04 Subdivision 3, an "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the Board, require immediate consideration. A good faith effort must be made to provide notice of the meeting, and the notice shall include the subject of the meeting.

Recessed or Continued Meetings

Adjourned or reconvened meetings may be held at any specific time and place the Board may adopt without additional notice. However, the time and place must be publicly specified by the Board prior to adjourning the meeting in which the time and place are established, and shall be recorded in the minutes of the meeting at which the decision to recess or continue the meeting was made, pursuant to Minnesota Statutes § 13D.04 Subdivision 4.

Closed Meetings

The Board may hold closed meetings as authorized by Minnesota Statutes § 13D.05. Business which may be considered in closed session is in accordance with the attorney/client privilege, to consider strategy for labor negotiations, to review the performance of the County Administrator, or as otherwise required or permitted by the Minnesota Open Meeting Law.

Before closing a meeting, the Board will state on record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

Virtual Meetings

A meeting may be conducted by interactive television as long as the following conditions are met pursuant to Minnesota Statute §13D.02:

- All commissioners participating in the meeting can see and hear one another, all testimonies being presented and all discussions at any location where a member is present.
- Members of the public present at each location can see and hear all discussions, testimony and votes of the commissioners.
- At least one commissioner is physically present at the regular meeting location.
- Each location where a member is present is open and accessible to the public.

If a virtual video or other electronic system is used to conduct a meeting, members of the public shall be allowed to monitor the meeting electronically from a remote location to the extent possible. Persons choosing to monitor a meeting electronically may be required to pay for fees incurred for additional connections.

Advisory Committees

The County Administrator maintains a complete list of all committees, including information on member terms and applicable term limits. The Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as committees) which have been established by the Board or pursuant to Minnesota Statutes. Authority for establishment of the committees is prescribed in Minnesota Statutes. The County Administrator will maintain a complete list of committees and their underlying source of creation. The current list of committees is available in the ASO.

Role & Purpose

Each committee serves a statutory, policy, or operations purpose. Each committee may have specific staff assigned and designated to support its function. The function and reporting relationship to the Board varies from committee to committee. Committees are established to serve a variety of functions. The fundamental purposes for utilizing committees in support of County government are:

- To involve members of the public in the decision-making process.
- To meet requirements of state and federal law.
- To ask residents to help define community standards and norms.
- To provide technical expertise in certain areas.
- To serve as advocates for the County.
- To provide an independent sounding board for issues, ideas, and policy matters.

Reimbursements

Individuals appointed by the Board to committees may receive a per diem reimbursement for attendance at regular or special meetings of such committees and for meetings impacting the County which are not identified under the normal committee listing, but as approved by the Board. Some committees are funded separately from the County and dictate per diems through their specific operating rules or bylaws. Per Diem levels may change from time to time by Board adoption and/or Minnesota Statute.

Attendance & Residency

Attendance and residency criteria are guided by each committee and the rules or bylaws they follow. Board appointees to committees may be allowed to retain their appointment upon failure to maintain a principal residence within the County and/or Commissioner district from which they were appointed provided the respective committee supports the appointee remaining on the committee.

It is the responsibility of each committee chair to inform ASO of any resignations or vacancies. ASO, in concert with the Board, will then initiate the process of filling the vacancy. When filling vacancies, the County will strive to maintain equitable distribution across commissioner districts and/or the geographic boundaries of the County.

The committee chair shall inform the appointees at the initial yearly meeting, or at the first meeting attended by a member, of all applicable attendance policies, residency requirements and other pertinent information needed to perform the duties as a committee member.

Meeting Policy & Procedures

A quorum is necessary for the transaction of business. A majority of the members of the Board constitutes a quorum and no business shall be transacted unless approved by a majority of the whole Board pursuant to Minnesota Statutes § 375.07. Less than a majority of members may convene a meeting, but no business may be transacted. Less than a majority may adjourn the meeting.

Any Commissioner who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the Chair or the County Administrator to indicate their planned absence.

Roles & Rules of Business

Any Board meeting attendee may be asked to cease their comments, sit down, or leave the premises for not following the County's Respectful Workplace Policy, which states, part:

It is the policy of Mille Lacs County to maintain a respectful work and public service environment free from violence, discrimination, harassment, and other offensive or degrading behavior or conduct. Mille Lacs County will not tolerate such behavior.

The Chair shall enforce the conduct policy. Any member of the Board or the County Administrator can ask for the enforcement of this policy, or a recess in the meeting, when it becomes apparent that the policies are not being followed.

Some general behaviors for which the policy may be enforced include, but are not limited to:

- Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on county property.
- Conduct which violates the common decency or morality of individuals.
- Commission of a felony or gross misdemeanor.
- Violating safety rules and regulations.
- Making derogatory or false accusations so as to discredit other individuals.
- The use of profanity or abusive language towards any individual.
- Harassment or discrimination.
- Speaking without being recognized by the Chair.

Audience Participation

In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact staff to try to resolve matters before coming formally to the County Board meeting. Interested citizens shall notify the County Administrator or designee of their intent to speak at the meeting and the issue to be discussed. The Chair and County Administrator reserve the right to not place items on the agenda.

Questions directed to the Board may not be answered immediately; however, all appropriate questions will be responded to in a timely and effective manner by the Board and/or County staff.

Public Hearings

The Board conducts formal public hearings. In addition to those required by law, the Board may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public or issues under consideration. The order of business for public hearings generally follows this procedure:

1. Brief description of the issue by County staff or other appropriate persons.
2. Public hearing opened by the Board.
3. Open discussion by members of the general public.
4. Public hearing closed by the Board.
5. Discussion by the Board.
6. Decision of the Board.

At any time during the process, the Board may address, or direct staff to address, questions as deemed appropriate. The Board may alter the public hearing procedure as needed to ensure that the hearings are conducted in an orderly, fair and expeditious manner, including establishing reasonable time limits for speakers individually, or on each side of the issue.

Rules adopted for public hearing procedures are intended to promote an orderly discussion, to give every person an opportunity to be heard and to ensure that no individual is embarrassed by exercising the right to free speech.

Individuals making comments shall first give their full name and address. This is required for an official record of the public hearing.

Board Chair

The presiding officer of the meeting is the Chair. In the absence of the Chair, the presiding officer will be the Vice-Chair. The duties and powers of the presiding officer include the following:

- Preside at all meetings of the Board.
- Preserve order and decide questions raised by members subject to appeal to the Board.
- Vote all questions regularly moved and announce the result.
- May request a roll call vote.
- Serve as representative of the Board in execution of contracts, orders, determinations and minutes of the Board.
- May make a motion, and has the same voting rights and responsibilities as other members.

Formal protocol is used when speaking to the Board. The Chair is addressed as "Mr./Madam Chair." Members of the audience may speak on any matter before the Board when recognized by the Chair and within established procedures as outlined herein. Once recognized by the Chair, the Chair shall require the individual to identify themselves, providing their name and address, as applicable. When two or more members request to speak, the Chair may designate who is first to speak, but in all cases the member who addresses the Chair first shall speak first.

County Board of Commissioners

The rules of parliamentary practice, outlined in Robert's Rules of Order, shall guide the Board in all cases where applicable, and in which they are consistent with the policies and procedures outlined herein.

When a question is put forth by the Chair, every member present shall vote, unless the Board, for a special reason, has excused the member from voting prior to calling the roll, or a legal conflict of interest prohibits a member from voting. The Chair will conduct a roll call at the request of any member of the Board.

The ayes and nays shall be called upon the passage of ordinances. Otherwise, unless a member requests, or doing so is required by statute, all other items will be by voice vote. When a vote is called for and a

commissioner is silent, the commissioner will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

County Administrator

The County Administrator or designee shall attend all meetings of the Board. The County Administrator represents the staff at the meetings. The County Administrator may participate in the discussion or recommend a resolution or action to the Board. A member of the Board may call on the County Administrator to participate in the discussion or request a verbal recommendation on any subject pending before the Board.

The County Administrator or designee shall prepare a written agenda for all regular and special meetings of the Board. The County Administrator or designee also:

- Makes regular entries of all Board resolutions and decisions upon all questions;
- Records the vote of each member on any question submitted to the Board;
- Preserves and files all business acted upon by the Board;
- Certifies, under seal of the County, copies of any and all resolutions or decisions of the Board; and
- Performs such further duties as designated by the Board.

The approved minutes will be the official record of Board meetings. Board meeting agendas and minutes shall be posted on the County's website, www.millelacs.mn.gov.

Meeting Agendas

The County Administrator or designee shall cause preparation of the agenda and supporting material for each regular and special meeting. Copies of the agenda and supporting material are made available to the County staff, public and media as appropriate. A distribution list is maintained in the County Administration Office. Members of the public who are interested in following issues considered by the Board may register their name, address and email address (if available) with County Administration to be placed on the agenda distribution list.

The Chair and County Administrator reserve the right to determine what will be considered on the agenda, and remove items if necessary. Add-on items, those to be added after publication of the agenda, will only be accepted if the item has a deadline, unless approved by the County Administrator or Chair.

Order of Business

The order of business for each regular meeting agenda shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Approve the Agenda
4. Consent Agenda
5. Regular Agenda
6. Committee Reports
7. Adjournment
8. Work Session

The order of business may be changed as needed to accomplish objectives and priorities of the meeting. The order may be changed at recommendation of the Chair, any member of the Board, or the County Administrator, subject to Board consensus.

Consent Agenda

The Consent Agenda is for items not requiring discussion, that are generally routine or non-controversial in nature. The Consent Agenda will generally include the following items, for example:

- Contracts that have been reviewed by the County Attorney or County Administrator (excluding new contracts).
- Budgeted purchases.
- Reports and informational items.
- Licenses and permits not requiring a public hearing.
- Policy revisions and updates.
- Previously-tabled or discussed items as directed (e.g., items previously-discussed at work session).
- Minutes and warrants.
- Actions pertaining to existing policies.
- General housekeeping items as approved by the County Administrator or Chair.

Regular Agenda

The Regular Agenda is for items requiring discussion, and for those items that require additional analysis, public input, or review before taking formal action. The Regular Agenda will generally include the following items, for example:

- Public Hearings and items requiring discussion.
- Non-budgeted purchases.
- Closed sessions.
- All other items not eligible for consent agenda.

Work Session

The Work Session is for items that don't require action; rather, it is for those items that may require significant time or discussion, leading to consideration of formal action at a subsequent meeting. Work Session will generally include the following items, for example:

- Presentations, reports, and informational items.
- Items to be considered for future action, which require additional discussion.
- Proposals or recommendations requiring direction from the Board before soliciting formal action.

Agenda Procedures

The County utilizes an electronic agenda management software. The procedures that follow outline the process for the creation, publication, and dissemination of Regular Board meeting agendas, occurring on Tuesday; special meetings, and meetings not held on a Tuesday, may have amended deadlines for the receipt of agenda items and publication of the agenda.

1. In the week(s) preceding the Board meeting, Department Heads (or their designee, with Department Head approval) submit their agenda requests through the CivicClerk portal. Agenda requests are due by **noon on the Thursday** before the meeting.

- a. Agenda requests should be completed in full, utilizing “N/A” or “Not Applicable” to denote those items that do not pertain to the item being submitted for consideration.
- b. The “Agenda Item Name” field should include a descriptive, yet concise, title for the agenda item. Generally, the agenda item name should correlate with the recommended action. For those items that require action, the agenda item name should begin with “consider”; for example:

Consider Approval of [Contract, Agreement, Action, etc.]

Consider Adoption of Resolution XX-XX-XX-XX: [Resolution Title]

- c. The “Recommended Action” field includes three types of recommended action, including:
 - i. Approve/Deny Motion. This recommended action is generally associated with formal Board action, including resolution adoption, approval of agreements, or any other requests associated with formal Board action.
 - ii. Informational. This recommended action actually denotes lack of any formal action required, and is generally for presentations or information provided on the consent agenda. This may also include discussion items.
 - iii. Public Hearing. This recommended action is associated with holding a public hearing. Requests to schedule a public hearing include an action or motion to do so, and, as such, should be noted as such.
- d. The “Recommended Action/Motion” field should include, if an approve/deny motion is sought, a description of the recommended motion **exactly as it should appear in the meeting minutes**. If no action is being sought, or the item is informational in nature, this field should not be completed. If the item is a public hearing, the recommended action should include motions to open and close (after taking public comment) the public hearing.
 - i. If the requested motion is for approval of a purchasing request, it should include the vendor, services or goods to be provided, and dollar amount associated with the proposal recommended for approval; for example:

Approve the low bid of [Dollar Amount] from [Vendor] for [Services].

Accept the proposal from [Vendor] for [Services] in the amount of [Dollar Amount].

- ii. If the requested motion is adoption of a resolution, it should include the resolution number; for example:

Adopt Resolution XX-XX-XX-XX: [Resolution Title]

- e. The “Additional Information Attached” field should be completed to provide a brief description of any background information attached to the request. These documents

should not contain any information that is private or confidential in nature; if there are any questions related to data associated with an agenda request, the ASO should be consulted before submitting the request.

- i. For purchasing requests, quotes or proposals must be attached as applicable in accordance with the County's purchasing policy to provide documentation of compliance thereof. The "Summary of Issue" or "Alternative/Options/Comments" field should include a summary of quotes or proposals received, as applicable; or, if applicable, a statement describing how purchasing requirements are met through utilization of a joint purchasing venture (e.g., the State's Cooperative Purchasing Venture).
 - ii. Resolutions should be attached in Word format, utilizing the County's standard resolution template. Resolutions will be modified to include the appropriate resolution number based on the number and sequence of resolutions for consideration on the agenda; hard copies will be retained in the Administrative Services Office, and a scanned copy returned to the submitting department.
 - iii. Contracts, agreements, and other documents to be executed upon approval should include a signature line for the Chair and County Administrator pursuant to Minnesota Statute § 373.02. Alternatively, approval may be sought for execution by another County official, in which case the "Recommended Action/Motion" field must include a motion explicitly providing such authorization.
 - iv. Requests to schedule or hold a public hearing should include the draft or published notice of the public hearing.
2. Agenda items will be reviewed by the County Administrator or their designee before finalizing the agenda. Placement on the agenda may change as needed.
3. Agendas and agenda packets will be finalized by **noon on Friday** before the meeting, and published to the County's website at that time. In order to save resources, agendas and agenda packets will be distributed electronically to the Board, unless a request to receive them by other means has been made.
4. The agenda and agenda packet should contain all information required by the Board; no handouts or additional information are to be provided at the Board meeting. Exceptions may be granted for add-on items as noted herein. Pursuant to Minnesota Statutes § 13D.01 Subdivision 6, one copy of any printed materials relating to the agenda items will be prepared and made available to the public.

Official Records

The County Administrator or designee shall cause preparation of the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statute in order to provide an accurate record of County Board actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions.

The minutes of the Board meeting shall be prepared and submitted for approval at the next succeeding Board meeting. Official proceedings of Board meetings shall be published after approval in the official County newspaper pursuant to Minnesota Statute § 375.12. The official board proceedings are also distributed to interested parties and available on the County web site.

The official public record of Board meetings is available in the ASO.

Types of Board Action

Authorization to Solicit Bids

Before soliciting bids for contracts relating to the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property, approval shall be sought from the Board to disseminate solicitation of bids or requests for proposals. For those solicitations that will be disseminated by authorized means other than publication in the official newspaper, the recommended motion shall include a description of the solicitation and the means by which dissemination will occur pursuant to Minnesota Statutes § 331A.03 Subdivision 3 (a). The same shall be included in the published summary minutes for said meeting.

Ordinances

Every proposed ordinance shall be considered at two separate regular sessions of the Board. Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken.

Approval of the second reading of the ordinance shall constitute final adoption of said ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass, and action thereupon shall be postponed to the next regular session.

Policy Development & Adoption

Authority for the development of policies is granted to the Board through Minnesota Statutes Chapter 373, Minnesota Statutes Chapter 375, and in other statutes. With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate, through Board resolutions.

Resolutions

The County Board takes formal action by resolution pursuant to Minnesota Statute § 373.02. A motion to adopt a resolution may be introduced by any member of the County Board. Resolutions will all be assigned a number based on the month, date, year, and sequence of resolutions for consideration on the agenda. The template shall be ##-##-##-## with the first three sets of two digits accounting for the month, date, and year, respectively, and the last two based on the location of the resolution within the agenda (i.e., the first resolution is number 01, the second is number 02, and so on).