CLARK COUNTY BOARD OF COMMISSIONERS

RULES OF PRACTICE

Revised
January, 2014

I. COUNTY BOARD

A. Clark County shall be governed by the Board of County Commissioners. The number of Commissioners is currently 3, and how they are elected shall be determined in accordance with Washington law. The Board of County Commissioners shall comply with the Washington Open Public Meetings Act.

II. CHAIR AND VICE-CHAIR

A. The County Board of Commissioners chair and vice-chair shall be elected by the Commissioners at the Board's first meeting in January of each year for terms of one year each.

B. The board chair shall preside at all meetings of the board. In case of the absence of the board chair, the board vice-chair shall preside at meetings of the board.

C. If a vacancy occurs in the office of the County Board of Commissioners chair or vice-chair, the remaining Commissioners shall elect one of their own to serve for the balance of the unexpired term.

III. REGULAR MEETINGS

A. The Commissioner regular meeting days are set forth in Clark County Code Chapter 2.04.

B. The Board of Commissioners hearings shall formally convene every Tuesday at 10:00 a.m., except for the first Tuesday of each month in which instance the Board shall convene at 6:00 p.m. All such meetings shall be held in the sixth floor Hearing Room of the Public Service Center in Vancouver, Washington unless otherwise noted. During 2014, such sessions of the Board of Commissioners shall be held on the dates listed below.

<u>Regular Hearings</u>

Tuesday, January 7, 2014 (6:00 p.m.)	Tuesday, January 14, 2014
Tuesday, January 21, 2014	Tuesday, January 28, 2014
Tuesday, February 5, 2014 (6:00 p.m.)	Tuesday, February 11, 2014
Tuesday, February 18, 2014	Tuesday, February 25, 2014
Tuesday, March 4, 2014 (6:00 p.m.)	Tuesday, March 11, 2014
Tuesday, March 18, 2014	Tuesday, March 25, 2014
Tuesday, April 1, 2014 (6:00 p.m.)	Tuesday, April 8, 2014
Tuesday, April 15, 2014	Tuesday, April 22, 2014
Tuesday, April 29, 2014	Tuesday, May 6, 2014 (6:00 p.m.)
Tuesday, May 13, 2014	Tuesday, May 20, 2014
Tuesday, May 27, 2014	Tuesday, June 3, 2014 (6:00p.m.)
Tuesday, June 10, 2014	Tuesday, June 17, 2014
Tuesday, June 24, 2014	Tuesday, July 1, 2014 (6:00 p.m.)
Tuesday, July 8, 2014	Tuesday, July 15, 2014
Tuesday, July 22, 2014	Tuesday, July 20, 2014

Tuesday, August 5, 2014 (6:00 p.m.)	Tuesday, August 12, 2014
Tuesday, August 19, 2014	Tuesday, August 27, 2014
Tuesday, September 2, 2014 (6:00 p.m.)	Tuesday, September 9, 2014
Tuesday, September 16, 2014	Tuesday, September 23, 2014
Tuesday, September 30, 2014	Tuesday, October 7, 2014 (6:00 p.m.)
Tuesday, October 14, 2014	Tuesday, October 21, 2014
Tuesday, October 28, 2014	Tuesday, November 4, 2014(6:00p.m.)
Tuesday, November 11, 2014	Tuesday, November 18, 2014
Tuesday, November 25, 2014	Tuesday, December 2, 2014 (6:00 p.m.)
Tuesday, December 9, 2014	Tuesday, December 16, 2014
Tuesday, December 23, 2014	Tuesday, December 30, 2014

C. Board of Commissioners shall meet in Board Time. Board Time sessions are held to allow Commissioners to interact with staff to discuss pending matters of county business in a less formal setting. These sessions are held at 1:30 p.m. on Wednesday afternoons. Minutes for Board Time sessions shall be taken by the County Administrator or his designee via audio recording and uploaded to The Grid at the conclusion of the session.

IV. SPECIAL MEETINGS

Special meetings of the Board of Commissioners may be requested by any Commissioner. Said request shall be in writing, addressed to the clerk of the board, and shall specify the time, place, and reason for such meeting. Upon receipt of which, the clerk shall immediately, but no later than 24 hours prior to the meeting, transmit notice, in writing, of such meeting, to each of the Commissioners. The clerk shall also cause notice of such meetings to be disseminated in the County, placed on the county's web page (www.clark.wa.gov) and e-mailed upon request in accordance with RCW 42.30.080.

V. QUORUM

A quorum shall be necessary for the transaction of business. A majority of the board members (2) shall constitute a quorum for the transaction of business. All questions which arise at the meetings shall be determined by the votes of the majority of the members present.

VI. AGENDA AND CONDUCT OF REGULAR MEETINGS AND SPECIAL COMMISSIONER HEARINGS

A. All County Board hearing agendas shall provide for the following:

a. Special recognition (if applicable)
b. Pledge of Allegiance
c. Invocation
d. Bid awards (if applicable)
e. Consent Agenda
f. Public Comment

g. Public hearing matters (if applicable)
h. Commissioner's Communications
i. Adjourn

B. The County Administrator, or his or her designee, shall be responsible for reviewing the County Board hearing agenda prior to posting. Any Commissioner or member of the public may request that an item be removed from the Consent Agenda for discussion. An item removed from the Consent Agenda will be considered as a separate item of business by the Board. Approval of the Consent Agenda will be by a simple majority voice vote of the Board of Commissioners.

C. The hearing agenda for regular and special board meetings shall be posted in the Board of Commissioners Hearing Room, placed on the County Commissioners web page (www.clark.wa.gov), and e-mailed upon request at least 4 calendars days in advance of the meeting.

D. Ordinances, resolutions, and/or staff reports may be placed on the consent agenda upon review by the county administrator and the budget director as part of the weekly pre-consent review process on the Wednesday preceding the next regular meeting. Ordinances requiring a public hearing will not be placed on the consent agenda. All ordinances shall be reviewed by the prosecuting attorney prior to action by the Board of Commissioners.

E. All matters coming before the Board of Commissioners involving county funds shall be presented in compliance with the biennial budget and current budget guidelines, and shall include fiscal impact analysis.

F. In matters approved by the Board of Commissioners authorizing the execution of a contract or other document by the Board Chair or the County Administrator, said execution shall be made within thirty (30) days. In the event that such execution is not made in said timeframe, the County Administrator shall place said item on the consent agenda for the next regular board meeting.

G. No motion shall be debated unless first seconded. When a motion is seconded, it shall be so stated by the Chair of the Board, and the Board shall then proceed to act thereon.

H. Any Commissioner proposing an amendment shall have the right to open debate.

I. County appointed officials, elected officials or staff may address the Board upon the request of any Commissioner or recognition by the Chair of the Board.

J. Any individual or the spokesperson for a group are welcome to address the Board of Commissioners on any matter germane to the business of county government that is not specifically on the hearing agenda, during the "public

comment" portion by signing in on sheets provided at the rear of the hearing room. Any individual or spokesperson wishing to speak on a matter specifically on the hearing agenda may do so by signing in on sheets provided at the rear of the hearing room. The chair of the Board will call on each person signed in to speak at the appropriate time in the order in which they have signed in.

K. Persons addressing the Board shall not be permitted to make statement or remarks that concern only the private activities, lifestyles, or beliefs of others, including individual employees of the County or its elected officials, unrelated to the business of the County Board of Commissioners or the professional duties and performance of its employees or the employees of its elected officials. Persons addressing the board shall refrain from statements, remarks, or conduct that is uncivil, rude, vulgar, profane or otherwise disruptive to the conducting of the Board's business. Any person making such prohibited statements or remarks or engaging in such conduct shall be requested to leave the meeting by the chair.

L. Parliamentary courtesy and decorum shall be maintained at all times during meetings of the Board of Commissioners.

M. The rules of the Board of Commissioners may be suspended by a motion for a particular purpose by a two-thirds (2) vote of the Board.

VII. MOTIONS TO RECONSIDER

If a motion to reconsider is made, it must be made at the same meeting as the original vote. A motion to reconsider must be made by a member who voted on the prevailing side. A motion to reconsider must be seconded and approved by a majority of the members present. The vote on the matter to be reconsidered shall be taken only at the next regular succeeding meeting. No motion may be twice reconsidered.

VIII. WORK SESSIONS

The Board of Commissioners shall meet in weekly work sessions. Work sessions are held at the request of at least two Commissioners. The County Administrator will manage the scheduling of Commissioner approved work sessions. Work sessions are scheduled for the purpose of providing the Board of Commissioners information on topics of interest that will update the Board on pending issues, provide pertinent policy making information, and/or provide for a final review of matters to come before the board at a regular meeting or public hearing. Work sessions may be held at any time, but are normally scheduled on Wednesday mornings between 9:00 a.m. and 12:00 noon. Minutes for work sessions shall be taken by the County Administrator or his designee via audio recording and uploaded to The Grid at the conclusion of the session.

IX. EXECUTIVE SESSIONS

The Board of Commissioners may meet in executive session to discuss matters set forth in RCW 42.30.110 including, but not limited to pending litigation, site acquisition of real estate and the price thereof, and certain personnel matters.

X. MINUTES

Minutes shall be kept for all regular and special meetings of the Board. Audio recording shall be kept for all work sessions and Board Time. Minutes shall be open and available to public inspection. Audio recordings shall be uploaded to The Grid. Minutes are not required for executive sessions.

XI. LEGAL OPINIONS

Requests for formal legal opinions from the prosecuting attorney relating to the County Board of Commissioners shall be presented in writing and approved by the County Administrator, County Board Chair, or a majority of the of the County Board of Commissioners.

XII. AD HOC, SPECIAL COMMITTEES, AND TASK FORCES

Ad hoc, special committees, and/or task forces may be established as determined and recommended by the Board of Commissioners. They will cease to function when they have completed their duties and have made their final reports. Appointments to said groups shall be made by the Board of Commissioners.

XIII. APPOINTMENTS OF BOARD AND COMMISSIONS

A. Appointments to all other boards, commissions, districts and all other authorities subject to appointment or approval, by statue or ordinance, by the County Board of Commissioners, will be presented to the Commissioners by the chair. The Commissioners recommendations and appointments shall be approved by the majority of the Commissioners present at any regular meeting.

B. The County Board chair shall notify board members of vacancies on other boards and commissions and seek their input in advance of the appointment.

C. Any recommendation for an appointment must be made with written resume of the appointee's qualifications, which will be included with the agenda for the board meeting. Resumes are not required for re-appointments.

D. Vacancies in any of the committees, boards, commissions, and district authorities will be reported on a monthly basis to the Board of Commissioners.

XIV. COUNTY OPERATIONS

A. Opening and closing hours of the Public Service Center (PSC) (except those offices where the opening and closing hours are otherwise fixed by law) shall be 8:00 a.m. to 5:00 p.m., Monday through Friday, and extra hours for selected departments as determined by the Board of Commissioners. Only authorized personnel (including County employees) may remain in the PSC during other than normal working hours. Public meetings or hearings to be held in the PSC at other than regular hours require advance notice to the Board of Commissioners office.

B. The policies and rules relating to the purchase of goods and services for the County shall be in accordance with Washington law and the Clark County Purchasing Ordinance.

C. There shall be an annual independent audit for all funds and accounts of the County accomplished by the Washington State Auditor in compliance with the County Auditing Law.

D. Pertinent policies and procedures relating to salaries; employee benefits; general, sick and various other types of leave; holidays; hours of work; physical examinations; retirement; and all such matters of personnel and employee relations are cited in the Clark County Human Resources Policy Manual. All reference pertaining to such matters should be made thereto and inquiries made to the Director of Human Resources.

E. The Board of Commissioners will discuss and take final action on salaries, wages, and other conditions of employment in an open public meeting in accordance with the Washington open public meetings act. The exception to this requirement will be Board discussions relating to collective bargaining, including discussions concerning contract negotiations grievance meetings and planning or adopting strategies or positions to be taken during the course of labor or professional negotiations or grievance or mediation proceedings (RCW 42.30.140.(4)).

F. A Commissioner's use of staff time for work assignments should first be discussed with the Board and approved with two votes. Consultation with the County Administrator is requested.

G. A Commissioner's concerns regarding county employees shall be referred to the County Administrator for investigation and follow up.

XV. COUNTY BUDGET

A. The County Administrator, in conjunction with the Budget Manager, shall present a Biennial Budget Policies Resolution to the Board of Commissioners. Such resolution shall be presented and considered no later than the June meeting each year. Such resolution shall outline policy guidelines for the

setting of the County's biennial budget for the succeeding fiscal year (and for the readoption of the mid-biennial budget).

B. Said resolution shall be in compliance with the Board of Commissioner directives and shall take into consideration goals as set forth by the Board and all potential and known legal and/or economic constraints at the time of consideration.

C. The County Administrator in conjunction with the Budget Manager, shall recommend the annual budget, Levy Ordinance and Appropriation Ordinance for approval by the County Board of Commissioners no later than the first Monday in December.

D. Effective each October 1st and thereafter, the Budget manager and the Auditor or their designees shall be authorized to make intra-fund line item transfers within the same account class deemed necessary for the timely and orderly close-out of the end of year or fiscal year.

E. Monthly reports from the County Auditor detailing a year-to-date expenditure and revenue analysis shall be presented to the Board of Commissioners.

XVI. APPOINTMENT, REVIEW AND REMOVAL OF DEPARTMENT HEADS

A. Appointment and removal of all non-elected County department heads shall be made by the County Administrator with the advice and consent of the County Board of Commissioners.

B. The County Administrator shall supervise and appraise all appointment department heads under the jurisdiction of the County Board of Commissioners.

C. When a department head position is vacant, the County Administrator, or his or her designee, shall be authorized to perform those duties and execute those documents for the department or function which are not otherwise provided by law.

D. In accordance with County Board policy, all appointed department heads shall report to the Board of Commissioners through the County Administrator.

E. The County Administrator, with the approval of the County Board chair, may designate a person to fulfill his or her duties during an absence.

F. When the County Administrator position is vacant, the County Board chair shall appoint an interim County Administrator subject to ratification by the Board of Commissioners at a regular meeting.

XVII. COUNTY BOARD MEMBER EXPENSES

The Clark County Commissioners may be reimbursed for long distance travel expenses when incurred in the course of official county business. Such reimbursable expenses include:

- Mileage for use of personal automobile
- Parking, toll fees
- Business meals
- Special events
- Lodging
- Air, bus, train, taxi travel
- Car rental
- Phone calls, fax transmissions
- Registration fees

A. Mileage will be reimbursed at the rate established by the Internal Revenue Service each year. Mileage will be calculated from the employee's official work station to the business destination.

B. Local meal reimbursements will be made on an actual cost basis to include the cost of meal, beverages, and gratuities up to 15% (excluding alcohol). Long distance reimbursements for meals will be paid at a per diem rate established by the Clark County Auditor. Meal expenses associated with special events, such as departmental retreats are reimbursable.

C. Advance travel funds are available to be used for advancing money for non-local travel. These funds are limited to such expenses as lodging, meals, ground transportation and are limited to a maximum of $100 per full or part day for non-local travel.

D. Requests for reimbursement of such expenses will be submitted with all relevant receipts and turned in to the appropriate BOCC staff person for processing on a quarterly basis.

E. In accordance with RCW 36.32.310 staff will obtain approval of requested expense reimbursement by a majority of the board of county commissioners, clerk of the superior court, and a judge of the superior court.

XVIII. *COMMISSIONER CONDUCT*

A. Each Commissioner is obligated to follow the Code of Ethical Conduct for a Clark County Commissioner approved March 27, 2001, attached herewith as Exhibit 1

B. In the course of responding to citizen inquiries, Commissioners shall weigh all relevant points of view. If a meeting of the parties is necessary, Commissioners are responsible for setting a non-threatening atmosphere and for setting an appropriate time frame.

C. Amendments to the county code that will enhance service to the citizens are encouraged by the Board of Commissioners. In reviewing such code changes, the Board shall first seek input from the department(s) being impacted by said amendment. Suggested code language shall be submitted to relevant staff at least one week in advance of any action by the Board (or the Planning Commission, if applicable).

XIX. RULES OF PROCEDURE

A. These rules of procedure are subject to the RCW. In the event of any inconsistency between these rules and the RCW, the RCW shall govern.

B. All business of the County Board of Commissioners and its members shall be in conformity with these rules. In the absence of special rules covering the needs of the board, or if an existing rule does not adequately cover the needs of the board, “Roberts Rules of Order” (latest issue) if not inconsistent with these rules, shall govern.

C. The rules of the County Board of Commissioners may be suspended by motion for a particular purpose by a vote of two-thirds (2) of the members of the board present.

D. Amendments to these rules may be initiated by any Commissioner. Any proposed amendment to these rules shall be distributed to each board member at least five days before the meeting at which it is to be presented. Amendments to these rules may be adopted only by a majority vote of the board of Commissioners.

E. The rules of the County Board of Commissioners shall be reviewed annually by the Board and shall be adopted initially (and thereafter as amended) by a majority vote of the Board.

EXHIBIT 1

CODE OF ETHICAL CONDUCT FOR A CLARK COUNTY COMMISSIONER

PREAMBLE

The opportunity to serve the public as county commissioner confers a sacred trust to the office holder. Stewardship of the public trust requires that the commissioner upholds the law and acts in ways consistent with the highest standards of ethical conduct. The Clark County Board of Commissioners has adopted this code of ethics to promote the vitality of the democratic process in county government. In fulfilling the duties of public office, every county commissioner will be confronted with ethical dilemmas. The following principles are offered to encourage commissioners to reflect in advance of decision making. Ultimately, the ethical course of action for a county commissioner must be discerned by the dictates of individual conscience and commitment to the public interest.

PRINCIPLES

Principle 1: A county commissioner should be vigorously dedicated to the democratic ideals of honesty, openness and accountability in all public matters involving the county government.

A commissioner should exert a good faith effort to communicate the full truth about county matters and avoid misleading others or gaining personal advantage. Accountability requires a commissioner to accept responsibility for his or her public conduct as well as the actions of the county commission. A commitment to the spirit of open government is characterized by the broadest possible provisions for public access and information sharing, and qualified only by those instances when meetings and/or certain public records are shielded by state law. A commissioner has an obligation to report suspected illegal misconduct by another elected official to the proper legal authorities.

Principle 2: A county commissioner should promote decorum, respect for others and civility in all public relationships.

The honor of holding public office necessitates that a commissioner behave with courtesy and respect for the dignity of others in all public relationships, including elected officials; employees; citizens; media; and representatives

of other units of government. A commissioner should affirm the value of services provided by government and maintain a constructive attitude about governmental affairs. Meetings of the county commission should afford a prime opportunity for commissioners to promote and enhance respectful civic discourse.

Principle 3: A county commissioner should actively practice stewardship of the county's human, fiscal and material resources.

A commissioner should conserve public resources and support the wisest and best use of those resources consistent with the public interest and community need. Merit principles should guide human resource management decisions made by the commissioner. A commissioner should advocate for, and encourage county employees to adopt practices that promote the most efficient, effective and ethical conduct in the delivery of county services.

Principle 4: A county commissioner should strive for excellence and continuous learning relative to personal development and in all operations of county government.

A commissioner, regardless of the length of tenure in office, should actively seek opportunities to develop skills and acquire knowledge in order to effectively perform the duties of public office. A commissioner should dedicate the time necessary to adequately perform the duties of the office of county commissioner. As a member of the governing body, a commissioner should advocate and appropriate resources that promote a county work environment in which employees are given opportunities to enhance and expand their performance capabilities.

Principle 5: A county commissioner should perform the duties of public office with fairness and impartiality so as to enhance public confidence in county government.

A commissioner should engage in conduct that promotes county processes and practices that contribute to the perception of equality and impartiality. A commissioner should support equal employment opportunity and vigorously oppose discrimination of any kind in the conduct of county affairs.

Principle 6: A county commissioner should neither seek nor accept any favor from any source that may be offered to influence his or her official decision-making.

A commissioner should decline to accept anything of value that could be construed by a reasonable and informed person as intended to influence any action by the commissioner. Avoiding the appearance of impropriety sustains public trust in democracy and is a necessary standard for a commissioner to consider in determining an ethical course of action.

APPROVED: March 27, 2001