IN THE BOARD OF COUNTY COMMISSIONERS OF THE STATE OF OREGON
FOR THE COUNTY OF YAMHILL
SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

ORDINANCE NO. 284

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY, OREGON

The Board on the 23rd day of December, 1981 sat for the transaction of County business in regular session, Commissioners COLIN ARMSTRONG, TED LOPUSZYNSKI and ROBIN J. HAMBLET being present.

WHEREAS, ORS Chapter 203, regulating the transaction of County business, creates more questions than it answers regarding the procedures to be utilized by the Board in conduct of meetings; and

WHEREAS, it would be desirable to adopt an ordinance of procedure for the conduct of meetings and the transaction of County business; NOW, THEREFORE

THE BOARD OF COMMISSIONERS FOR THE COUNTY OF YAMHILL

ORDAINS AS FOLLOWS:

I

ORGANIZATION OF THE BOARD

(1.01) The Board shall, at its first regular meeting of each calendar year, elect a Chairman and Vice-Chairman from among its members.

(1.02) The Board may, at its first regular meeting

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1 of each calendar year, adopt a division of responsibility for the various departments, committees, commissions and other activities of Yamhill County among its members.

II

PRESIDING OFFICER

(2.02) The Chairman of the Board shall be the presiding officer at all Board meetings and shall have a vote on each matter before the Board and may make motions where appropriate.

(2.02) The Vice-Chairman shall be the presiding officer in the absence or incapacity of the Chairman.

(2.03) All procedural decisions of the presiding officer shall be subject to review by the majority of the Board.

(2.04) When a matter before the Board is called for a vote the presiding officer shall, before a vote is taken, state the question before the Board in general terms and shall announce the decision of the Board after such vote.

III

MEETINGS

(3.01) Regular session of the Board shall be held at 10:00 a.m. on the first Wednesday of each month.

(3.02) Special session shall be held at 10:00 a.m.

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1 on all other Wednesdays subject to cancellation by majority
2 of the Board and at such other times as the majority of the
3 Board directs.
4 (3.03) All formal business of the Board shall be
5 conducted at regular or special session. The following
6 shall be reserved for regular or special session:
7 (a) Public hearings;
8 (b) Adoption of ordinances or amendments thereto;
9 (c) Hiring of personnel;
10 (d) Budget actions;
11 (e) Final approval of contracts and agreements;
12 (f) All land use final decisions;
13 (g) Road vacations;
14 (h) Acceptance of roads or additional right of
15 way into the County road system.
16 (3.05) Informal sessions are reserved for briefings
17 by various staffs, receipt of reports, consultation among
18 Commissioners, reports by commissioners on their recent
19 actions in their areas of responsibility and other personnel
20 and administrative decisions that do not require formal
21 Board action. Informal sessions may be held at 9:00 a.m. and
22 2:00 p.m. each Monday, Tuesday, Thursday and Friday.
23 (3.06) All sessions of the Board shall be open to
24 the public except as provided for in ORS 192.660.
25 (3.07) The agenda for regular and special sessions
26 shall, to the extent possible, be set at the informal session

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on the day preceding that session. Any member of the Board
may place any item on any agenda for any meeting. The
Chairman shall determine the order of the agenda and any
item may be taken out of order by a majority vote of the
Board.

IV

MOTIONS, DECISIONS AND TIES

(4.01) Decisions of the Board shall be made by a
vote on a motion of a member. Motions do not require a
second in order to be brought to a vote.

(4.01) A motion to reconsider an item may be made
only by a member who voted with the majority on the question.
Such a motion can be made only at the same meeting that the
original motion was adopted or at the next regular or special
meeting.

(4.03) If a tie vote results, the item voted upon
shall be continued to the next regularly scheduled meeting
of the same type. However, if the tie vote is the result
of an abstention of a member due to a conflict of interest,
the matter will not be continued and will be deemed denied.
The continuance provided for in this § shall be only for
the purpose of discussion and vote by the board and the
presentation of further evidence for public comment shall
not be allowed.

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MANNE R OF MEMORIALIZING DECISIONS OF THE BOARD

(5.01) Those decisions of the Board requiring
written documentation shall be in the form of either orders,
resolutions or ordinances to be used as indicated below:

(A) Order—shall be used by the Board for
those matters which constitute the trans
action of County business but are not
legislative in nature or when an order
is required by statute, ordinance or
other law.

(B) Resolution -- shall be used for the
issuance of proclamations of County
concern on non-legislative matters
which do not direct the expenditure of
funds or when otherwise required by
statute, ordinance or other law.

(C) Ordinance -- shall be used for the
legislative enactments of general law
on matters of local concern by the
Board of Commissioners or when otherwise
required by statute, ordinance or other
law.

(5.02) Nothing in this § shall invalidate any
action of the Board of Commissioners as a result of mislabeling
or otherwise misnaming the written enactment so long as the

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procedures required by statute for the decision made have
been met.

(5.03) Unless otherwise provided by law or by the
document itself, orders, resolutions and ordinances shall be
effective upon passage.

VI

APPOINTMENT OF COMMITTEES, BOARDS AND COMMISSIONS

(6.01) The Board, by order, may create advisory
committees, boards and commissions to deal with any matter
which is of County concern and appoint the members thereto,
set the terms thereof, adopt bylaws and take such other actions
regarding said boards, committees and commissions as the
Board deems appropriate.

(6.02) When a vacancy occurs on an appointive
committee, board or commission by resignation, expiration of
term or for any other reason, notice of such vacancy shall be
placed on the regular or special Board session agenda. The
Board may solicit nominations or applications for such
position from the public for a specified period. In any event,
the Board shall make an appointment upon nomination by any
member of the Board.

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VII

OPERATIONS OF THE COMMISSIONERS' OFFICE

(7.01) The office of the Board of Commissioners includes the offices of the individual Commissioners, the Administrative Assistant and County Counsel. The duties of the Administrative Assistant and County Counsel shall be as follows:

(A) The Administrative Assistant shall supervise and manage the County's budget, purchasing, personnel and other central administrative functions.

(B) County Counsel shall serve as legal counsel to the County on all civil matters involving the County and advise and represent the various boards, commissions, officers, employees and agents of Yamhill County on legal matters.

(7.02) The Administrative Assistant and County Counsel will be under the principal direction of the Chairman, subject to the approval and direction of the majority of the Board of Commissioners.

(7.03) Each Commissioner shall supervise and direct the operations of the various departments assigned to him/her.

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Said Commissioner will provide liaison with departments controlled by other elected officials, boards, commissions and other committees.

(7.04) Each Commissioner shall make routine decisions dealing with his/her areas of responsibility including expenditure of County funds in amounts of no more than $500.00, subject to ratification by the Board. The balance of the Board shall be informed of those actions involving the expenditure of County funds at the earliest convenient informal session.

(7.05) In the absence of any Commissioners, the responsibility for his/her departments will pass to the Chairman. If the Chairman is absent, the Vice-Chairman shall adopt his/her functions.

VIII

AUTHORITY

(8.01) Robert's Rules of Order, newly revised, shall be the parliamentary authority for the Board except as modified by this Ordinance, statute, or other law.

X

EFFECTIVE DATE

(10.01) This Ordinance being necessary for the preservation of the health, welfare and safety of the citizens of Yamhill County and an emergency being declared

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to exist, shall be effective upon the passage hereof.

DATED this 23rd day of December, 1981

at McMinnville, Oregon.

ATTEST:

by Patricia A. Mullen
PATRICIA A. MULLEN, Deputy

YAMHILL COUNTY BOARD OF COMMISSIONERS:

Chairman COLIN ARMSTRONG

Ted Lopuszynski
Commissioner TED LOPUSZYNSKI

Robin J. Hamblet
Commissioner ROBIN J. HAMBLET

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