

Brown County Board of Commissioners

Operating Rules & Guidelines

DISTRICT I	David Borchert
DISTRICT II	Anton Berg
DISTRICT III	Scott Windschitl
DISTRICT IV	Dean Simonsen
DISTRICT V	Jeffrey Veerkamp

County Administrator Sam Hansen

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I. Overview

A. Purpose

The Brown County Board of Commissioners is the body charged by law with the management of the affairs of Brown County. The County Board operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the County within the confines of state and federal law.

The County Board functions within the statutory framework of Minnesota law. General duties, powers and responsibilities are found in Minnesota Statutes (MS), especially but not exclusively Chapters 370, 373 and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

The Operating Rules & Guidelines of the Brown County Board of Commissioners are intended to facilitate the transaction of business by the County Board and its committees. The following principles shall guide the County Board in its interpretation and application of the Rules.

B. Statement of Principles

The Operating Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work.

The County Board's seven (7) essential principles that form the framework through which the operating rules and actions of the Board are constructed and evaluated are as follows:

1. *Governing Brown County.* Elected officials work in tandem with a strong, professionally managed work force to accomplish the goals and objectives of Brown County.
2. *Commitment to our Customers.* Brown County government will provide fiscally prudent, risk sensitive, cost-effective solutions, with the objective being to serve to the best of our ability those who use county services.
3. *Commitment to Staff.* Brown County government is committed to providing a positive and healthy work environment. We are committed to preparing and educating our workers to provide quality services.

4. *Expectations of Each Other.* We expect honesty, integrity, and a commitment to the values of our organization without regard for position or title.
5. *Managing County Government.* Our goal is to create an organizational culture which fosters creativity and a willingness to take reasonable risks, with an acceptance of responsibility, accountability, and authority.
6. *Measuring Government Performance.* We will monitor key performance indicators in an effort to continuously improve our services to our citizens.
7. *Communicating Government.* We want the County Board and Brown County to be recognized as an organization with a high standard of excellence, recognized for its leadership.

C. Effective Date

These rules & guidelines shall become effective upon passage by the County Board.

II. Amendments to the Operating Rules

Any member of the County Board may initiate action to amend the Operating Rules. Amendments to the Operating Rules may also be initiated by the county administrator.

During the statutory meeting (MS §375.07), the County Board shall review, amend if necessary, and adopt the Operating Rules for the year.

At any time throughout the year, the County Board may amend (or suspend) the Operating Rules by an affirmative vote of the members. Changes shall be effective immediately upon passage.

The statute references included in the text are current as of the adoption of the Operating Rules. Any changes in statute or law affecting the rules are effective immediately and will be reflected in the next adopted update of the rules.

III. County Board Organization

A. Membership

The Board of Commissioners consists of five (5) members elected from single-member districts apportioned on the basis of population as provided by law.

B. Commissioner Districts

The boundaries of commissioner districts, including the procedures to follow in the event that a redistricting is needed, are established pursuant to MS §375.025.

C. Terms of Office

The terms of each Board member is four years, except as otherwise established pursuant to MS §375.03.

D. Vacancy

A vacancy in the office of County Commissioner is filled in one of two ways, pursuant to MS §375.101.

E. Officers

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

The County 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 County

Board shall be signed by a majority of it and attested to by the County Administrator (MS §375.13).

At the statutory meeting (and if applicable during the year), the Chair of the County Board shall have the authority to recommend committee chairs, appointment of members of the County Board to standing committees and other County Board-member appointed committees, organizations and groups, subject to approval by the County Board.

F. Compensation

County Board members receive as compensation for services an annual salary as set by resolution of the County Board. The salary must be established prior to the end of the preceding year, and is effective January 1 of the new year. The resolution shall contain a statement of the new salary as defined on an annual basis and must be published in the official County newspaper and one other newspaper of the County (MS §375.055).

County Board members shall also receive a per diem for attendance at assigned committee meetings as per the Brown County Committee Appointments which is approved annually and updated by the County Board as needed throughout the year. The per diem rate must be established prior to the end of the preceding year, and is effective January 1 of the new year. A commissioner may not collect more than one day's per diem pursuant to the same authority regardless of the number of hours spent performing work in a single day.

Members of the County Board shall not receive a per diem for service on the board of auditors, the board of equalization, or the canvassing board (MS §375.055, Subd. 5).

Expense reports shall be completed in accordance with the Personnel Policy.

G. County Board Budget

The County Board is allocated an annual budget which includes salary, per diem, benefits, conferences, meetings and related expenses (e.g. telephone, office supplies). The county administrator prepares monthly reports on County Board budget expenditures.

IV. County Board Meetings

A. Regular Meetings

Prior to the end of the calendar year, the County 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 County Board.

Unless otherwise stated, all regular meetings of the County Board will be convened in the Board of Commissioners' Room 204 in the Brown County Courthouse, New Ulm, MN. All regular meetings of the County Board are open to the public.

B. Statutory Meeting (MS §375.07)

The County Board meets in the Board of Commissioners' Room 204 in the Brown County Courthouse for the transaction of business on the first Tuesday after the first Monday in January. The County Board transacts organizational business during this meeting, including:

1. Administration of the Oath of Office (if required)
2. Election of Board Chair and Vice-Chair

C. Open Meeting Law

All meetings of the Brown County Board of Commissioners are subject to the Open Meeting Law (MS §13D.01, 13D.02, and 13D.021).

A meeting governed by Minnesota Statutes may be conducted by interactive television as long as the following conditions are met (MS §13D.02):

1. 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.
2. Members of the public present at each location can see and hear all discussions, testimony, and votes of the commissioners.
3. At least one commissioner is physically present at the regular meeting location.
4. Each location where a member is present is open and accessible to the public.

If interactive television 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.

D. Closed Meetings

The County Board may hold closed meetings as authorized by MS §13D.03 and 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 develop or consider offers or counteroffers for the purchase or sale of real or personal property, or as otherwise required or permitted by the Minnesota Open Meeting Law.

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

E. Special/Emergency Meetings

Procedures to schedule any special or emergency meetings shall be in accordance with MS §13D.04.

Emergency meetings may be called and a good faith effort to provide notice of the meeting shall be made by telephone or a written message.

Special meetings shall be preceded by three days' notice, including a posting of the meeting notice and either (1) mailed or delivered notice to persons who have requested such notice, or (2) publication of the notice in the official newspaper.

Adjourned or reconvened meetings may be held at any specific time, date and place the Board may adopt without additional notice. However, the time, date and place must be publicly specified by the Board prior to adjourning the meeting.

Members of the County Board are entitled to ten days' notice of Board meetings. A meeting cannot be held without such notice unless each member has consented to holding a special meeting (MS §375.07).

The County Board may schedule work sessions, retreats, forums or additional meetings at such times and concerning such subjects as may be established by resolution of the Board. A schedule of such meetings shall be maintained in the County Administration Office. Work sessions and other informal meetings of the Board not regularly held,

shall be subject to the same notice requirements of the Open Meeting Law.

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

F. Public Hearings

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County 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. Presiding officer opens the hearing and states the purpose.
2. Brief description of issue by county staff or other appropriate persons.
3. Presentation, if applicable, by affected or interested persons.
4. Open discussion by members of the general public.
5. Discussion by the County Board.
6. Public hearing closed.
7. Decision of the County Board.

At any time during the process, the County Board may address any questions as deemed appropriate.

The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair and expeditious manner, including establishing reasonable time limits of five to ten minutes for speakers individually or on each side of the issue before the Board.

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.

G. Audience/Citizen Requests

It is the intention of these rules to support the interest of the general public in following Board business during their meetings.

The County Board prefers all business matters initiated by citizens coming before them to first be reviewed by staff and scheduled for discussion on the appropriate Committee agenda.

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. In addition, the County Board recommends that new items of business or concerns be first considered by the appropriate Committee.

If an individual seeks to appear before the County Board, he/she should notify County Administration of his/her intention and the issue to be presented. The administrator will notify the Chair. No citizen requests will be placed as agenda items on the County Board agenda, unless directed by the County Board Chair.

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

H. Quorum

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 (three votes) of the whole County Board (MS §375.07). Less than a majority of members may convene a meeting, but no business may be transacted.

Each member participating in the meeting by interactive television shall be considered present at the meeting for purposes of determining a quorum.

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the County Board Chair or the county administrator to indicate his or her planned absence.

I. Role of Presiding Officer

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:

1. Preside at all meetings of the County Board.
2. Preserve order and decide questions raised by members subject to appeal to the Board.
3. To vote all questions regularly moved and to announce the result.
4. Review and comment on the draft agenda for each regular and special meeting of the Board.
5. Serve as representative of the Board in execution of contracts, orders, resolution, determinations, and minutes of the Board and certification of tax rolls.

The Chair of the Board is permitted to offer a second to any motion offered by another Board Member, and has the same voting rights and responsibilities as other members. In roll-call votes, the vote of the Board Chair shall be called last.

J. Addressing the Chair

Formal protocol is used when speaking to the County Board. The County Board Chair is addressed as "Mr./Madam Chair." Members of the County Board are addressed as "Commissioner (last name)."

Any member of the County Board or members of the public may speak on any matter before the County Board when recognized by the Chair and within established procedures as outlined in the rules.

K. County Administrator

The county administrator or designee shall attend all meetings of the County Board. The county administrator may participate in the discussion or recommend a resolution or action to the County Board. A member of the Board may call on the county administrator to participate in the discussion or provide 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 County Board. The county administrator or designee also:

1. Makes regular entries of all Board resolutions and decisions upon all questions;
2. Records the vote of each member on any question submitted to the Board;
3. Preserves and files all business acted upon by the Board;
4. Certifies, under seal of the county, copies of any and all resolutions or decisions of the Board;
5. Performs such further duties as designated by the Board; and
6. Leads collaborative efforts across county departments, county agencies and across county lines.

V. Conduct of Debate

A. Principles

The rules of Parliamentary Practice embodied in Robert's Rules of Order shall govern the Board in all cases applicable, except as modified by the rules herein and applicable Minnesota Statutes.

B. Parliamentarian

The Rules of Order governing County Board meetings shall be referred to the County Board Chair for interpretation and enforcement. The County Board Chair may consult with Board members and/or the county attorney in interpreting and deciding upon rules and questions of order.

C. Role of the Chair

The Chair shall preside over the debate, ensuring equality and fairness in discussion. If necessary, the Chair may restate or ask the county administrator or designee to restate the motion, who made the motion, and who seconded the motion, or to announce the result of the vote.

D. Suspension of the Rules

At the beginning of any Board Meeting, the Board Chair polls the other members and the county administrator for any additional agenda items over and above the printed agenda. When the Board Chair declares that the additional items are permitted, this constitutes the meeting agenda, hence, no other action items are permitted without a unanimous approval of a suspension of the rules. Information items may be additionally considered

without the necessity of any formal action of the Board.

E. Main Motion

The main motion in the form of a resolution shall be considered by the Board. A member may make only one main motion at a time. The Board member(s) may present an initial motion on the resolution and subsequently debate the question; or the Board member(s) may call upon staff for additional information prior to introduction of the motion.

The introduction of a main, or substantive motion, is out of order while another main motion is pending. While the question is under debate, no other motion shall be received or entertained except for procedural motions permitted in the rules.

F. Second Required

All motions before the Board shall be seconded prior to consideration by the Board. The second may occur after brief informal discussion. Subsequent to the second of the motion, formal debate may ensue between the members of the Board prior to the formal vote being called.

G. Amended Motion

Any motion may be amended at any time before it is adopted. The amended motion shall have precedence over an existing motion and may be discussed prior to being voted upon. If the amended motion fails, the main motion may proceed for consideration. If the amended motion passes, the amended motion becomes the main motion and may proceed for consideration. Once an amended motion is voted upon, a second amended motion may be entertained.

H. Division of the Question

Upon the request of any Board member, a resolution in debate may be divided and separated into more than one action provided the Chair rules that the resolution will allow such a division. Each of the resulting resolutions must be complete to allow independent consideration and action.

I. Withdrawal of Motion

After a motion has been stated by the Chair, it is deemed to be in the possession of the Board, but may be withdrawn by the member introducing the motion at any time before a vote. The Chair must accept or reject the withdrawal request. This motion cannot be debated or amended. If the motion is withdrawn, the effect is the same as if it had never been made.

J. Discussion Procedures

The following operating rules shall guide debate:

1. Any Commissioner desiring to speak shall address the Chair, and not proceed until being recognized. When two or more members address the Chair at the same time, the Chair shall designate the order of speaking.
2. Upon recognition of the Chair, the board member making the motion has precedence to address the Board first, with the option of explaining the reasons why the motion is made. Subsequently the floor is open to any member of the board. There is no time limit for comments from individual Board members.
3. A member, once recognized, shall not be interrupted when speaking, unless it is to call that member to order. No member shall interrupt another in debate without his/her consent. To obtain such consent, he/she shall first address the Chair.

K. Adoption

A motion or resolution shall be adopted if approved by a majority of the whole Board (MS §375.07).

L. Procedural Motion

In addition to the substantive motions, the following procedural motions shall be in order. This is a partial list of those motions from Robert's Rules that are most often used. It is not intended to be a complete list.

These motions shall be considered in the following order of precedence as taken from Robert's Rules of Order:

1. Motion to Adjourn
2. Motion to Recess

3. Motion to Suspend the Rules
4. Motion for Division of the Question
5. Motion to Defer Consideration (Motion to Lay on the Table)
6. Call of the Previous Question
7. Motion to Postpone to Certain Time or Day
8. Motion to Refer to Committee
9. Motion to Amend
10. Motion to Reconsider

M. Voting

It is the duty of every member to vote. Voting shall be called by the Chair as those in favor signify by an “aye” vote and opposed use the same sign. Voting records are recorded as “duly passed” when a unanimous vote occurs, and “in favor”, “opposed” or “abstain” for issues not unanimous, by the county administrator or designee and duly noted in the minutes.

VI. Types of Board Action

A. Resolution

The County Board takes formal action by resolution (MS §373.02). A motion may be introduced by any member of the County Board with the exception of the Board Chair.

The main motion in the form of a resolution is the means by which a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic motion for the transaction of business, only one subject may be considered at a time and the main motion may be proposed only when no other motion is before the County Board.

B. Ordinance

The County Board may take formal action by ordinance (MS §375.51), also by a motion. An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the affairs of the County. County Board action shall be taken by ordinance when required by law, to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.

C. General Consensus

The County Board provides information direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter which will require future formal action by resolution or ordinance. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy or authorize action.

D. Policy Development

Authority for the development of policies in Brown County is granted to the County Board through Minnesota Statute Chapter 373 (Counties, Powers, Duties, and Privileges), Minnesota Statutes Chapter 375 (County Boards), and in other statutes.

With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate, through Board resolutions. These delegations of authority may be rescinded at any time by the Board.

E. Notice of Resolution

Any members of the Board may introduce a resolution for consideration and action pursuant to general rules and operating procedure. A copy is provided to other Board members and the county administrator and/or designee with as much advance notice as reasonable and practical, normally as part of the agenda prepared by the county administrator.

The County Board may at any time refer an item or resolution to the appropriate Committee for further review and deliberation.

VII. County Board Agenda

A. Preparation and Distribution

The county administrator or designee shall cause preparation of the agenda and supporting material for each regular and special meeting. Members of the Board may request an item to be placed on the Agenda by informing the county administrator or designee prior to Tuesday of the week prior to the 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 agenda and minutes are available on the Brown County website at www.co.brown.mn.us.

B. Order of Business

The Order of Business for each regular meeting of the County Board shall be as follows:

1. Call to Order
2. Approval of Agenda
3. Consideration of Board Actions Items
4. Public Hearing (if necessary)
5. Consent/Correspondence items
6. Coordination of Board Member calendars
7. Adjournment

The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the recommendation of the Chair, any member of the Board, or the county administrator subject to County Board consensus.

C. 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 County Board meeting shall be prepared and submitted for approval at the next succeeding County Board meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (MS §375.12). The Official Board Proceedings are also distributed to interested parties and available on the County website.

The official public record of County Board meetings is available in the County Administration Office.

VIII. Advisory Committees

A. Policy

The county administrator maintains a complete list of all committees, including information on member terms and applicable term limits.

The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as committees) which have been established by the County Board or pursuant to Minnesota Statutes. Authority for establishment of the committees is prescribed in Minnesota Statutes and in Board Policy.

When vacancies occur in committees that have citizen representation from each Commissioner’s District, a nomination to fill a vacancy will be sought from the Commissioner in whose District the vacancy occurred.

The current list of committees is available in the Office of the County Administrator.

B. Role and Purpose of Committees

Each committee serves a statutory, policy, or operations purpose within Brown County. Each committee has 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:

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

C. 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 County 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 County Board adoption and/or Minnesota Statute.

D. Attendance Policy

Attendance and residency criteria are guided by each committee and the rules or bylaws they follow.

E. Residency Requirement

County Board appointees to committees are required to forfeit appointment upon failure to maintain a principal residence within the county and/or County Commissioner district (if applicable) from which they were appointed.

F. Resignations

It is the responsibility of each committee chair to inform County Administration of any resignations or vacancies. Administration will then follow up with filling the vacancy.

G. Notification

The committee chair, or designated county staff, 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.

H. Out of State Travel

Per MS §471.661 travel out of state requires pre-authorization.

I. Terms

The terms of the appointees to the various committees are for one, two, and three years and vary per committee pursuant to Minnesota Statute and Board Policy.

J. Ex-Officio Members

Ex-officio members on any committee are non-voting members.

K. Appointments of Chairs

Committees will select a chair for their respective committee per their own operating rules or bylaws chairs.

L. Board Committees and Reporting Requirements

The Committees report their activities to the County Board as needed or on a periodic basis.

For the purpose of assisting the Board in carrying on its business, committees shall be formed and shall be composed of members as determined by resolution of the Board. Minutes of the committee meetings shall be kept and shall become official upon approval by the committee. Actions of the committees are generally considered recommendations to the County Board.

IX. Code of Ethics

A. Expectations

Effective County Government is premised upon public respect and confidence in the integrity and principles of the elected Board members. The County Board formally adopts on an annual basis the Code of Ethics as stated in the Personnel Policy.

It is the belief of the County Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public. With this belief, the following statements serve to augment the Code of Ethics and further emphasize the priority and commitment the County Board has placed on ethical standards.

In the execution of their official duties, all County Board Members shall strive to:

1. Observe the highest moral and ethical standards.
2. Maintain and respect the confidentiality of private and confidential information.
3. Avoid discrimination against any person on the basis of race, color, sex, religion, creed, national origin, age, disability, sexual orientation, marital status, place of residence, or status with regard to public assistance.

4. Comply with the ethical obligations imposed by law, including MS §10A.07, 10A.071, 382.18, 471.87-471.895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
5. Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
6. Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, staff or colleagues.

X. Citizens

A. Public Communication

Individual citizen outreach. The County Board believes members of the public have the right to be informed of the Board's process and decisions and should have the opportunity to present their views to the Board. Board meetings are open to the public. Board/Committee agendas are mailed to interested parties at their request. The County Board encourages the residents of Brown County to participate in all aspects of the Board's business, including citizen committees, commissions, and advisory groups.

Information/News Media outreach. Brown County regularly updates the county website with information about specific issues of interest. County information is distributed through announcements to local news media and in articles provided by staff to local news publications.

Public Hearings. The County Board is interested in securing optimal public input on matters of business. In addition to hearings required by law, public hearings and open forums may be conducted at the discretion of the Board.

B. Responding to Correspondence/Inquiries/Complaints from Citizens

County Board members and staff are committed to customer service and will endeavor to provide

timely and efficient response and communication to the citizens of Brown County.

Written. Upon receipt of a written inquiry, request for information, or complaint about county business which has been sent to a Board member, upon notification and direction from county administrator or designee, staff will confer with the Board member to determine the appropriate course of action. The inquiry will be handled as directed with the county administrator or designee advising the Board member upon completion.

Telephone. Incoming telephone calls requesting a specific Board member are forwarded to the Board member per his/her instructions. Administration staff will periodically review with Board members the preferred method of handling telephone inquiries. Every effort will be made to maintain open lines of communication between the Board members and their constituents.

Telephone calls requesting information about specific areas of county business are forwarded to the appropriate department. Customer service is of primary importance to the County Board and staff, and an appropriate method of tracking the information requests and responses will be utilized.

XI. Staff Roles

A. County Administrator

The County Board has adopted the County Administrator form of government.

The position of County Administrator is established pursuant to MS §375A.06. The county administrator is the administrative head of the County, responsible for the administration of the affairs of the County delegated to him/her by Minnesota Statute and the County Board. The County Board has approved a job description which outlines in detail the duties and responsibilities of the county administrator.

In general, the Administration Department is responsible for the execution of all orders, resolutions and policies of the Brown County Board of Commissioners. The county administrator serves as the principal administrative officer for the County Board in the supervision of department heads who are engaged in directing county departmental operations. Administration is

responsible for the preparation of County Board meeting agendas and the Official Proceedings of County Board meetings. Further responsibilities include preparation of the county budget; capital improvement plan; risk management and safety plan coordination; labor negotiation; and direct oversight of the Government Buildings Department.

The county administrator recommends to the Board proposed policies concerning the administrative affairs of the County. The county administrator will keep the Board informed, make recommendations, and comment upon legislative initiatives which affect the County and, as directed by the Board, will represent the county in its relations with other governments.

Functions which are deemed routine such as interpretation of policy and procedure, general constituent business, and/or research which require minimal time may be directed, by the Board or individual member, to the county administrator or designee for action.

B. County Attorney

It is desired the County Attorney or designee attend all regular meetings of the County Board. During Board meetings, the County Attorney may offer advice that may be useful to the board in its deliberations pertaining to the laws and statutes governing works of the County Board. Board members may also call upon the County Attorney to participate in the discussions and issues being considered.

C. Department Heads & Staff

In certain instances Board members may want assistance from Department Heads and/or County staff, or their involvement in evaluating policy and/or programmatic changes, whether from the Board or Brown County citizens.

Board members who wish to initiate policy or program change are encouraged to first present such requests to the appropriate Committee for discussion and recommendations.