

## **POLICY AND PROCEDURES COMMITTEE BYLAWS**

### **A. COMMITTEE NAME AND PURPOSE**

1. Name. The name of this committee is the Lane County Policy and Procedures Committee ("Committee").
2. Purpose. As adopted by the Lane County Board of Commissioners ("Board"), Section 3.675 of the Lane Manual provides that:

The function of this committee is to provide recommendations on all new issues that have the potential for requiring the Board to adopt a final policy or position, or change existing policy, and may include:

- (1) Personnel related policies, particularly those relating to Lane Charter, Code or Manual provisions;
  - (2) The operating procedures between the Board, the County Administrator, and elected and administrative Department Directors;
  - (3) The development of rules and procedures on the Board's internal operations. This could include such issues as Board representation on committees or organizations, and the authority and role of those representatives or procedures for making Board appointments to the Budget or Advisory Committees; and
  - (4) Other policy matters referred by the Board.
3. Matters for the Committee's consideration are described in Article E of these Bylaws.

### **B. MEMBERSHIP, VACANCIES, AND TERMS**

1. Membership. As provided in Section 3.675 of the Lane Manual:
  - a. Two County Commissioners, appointed annually by the Board.
  - b. The County Administrator or the Administrator's designee.
  - c. The County Counsel or the Counsel's designee.
  - d. Three Department Directors, at least one of whom must be an elected official, appointed by the remaining members of the Committee.
2. Vacancies. Any member position that becomes vacant will be filled in the manner of appointment specified in subsections B.1.a. through d. above.
3. Terms. Except for the Commissioner members, all other Committee members serve from time of appointment until resignation, removal, replacement, or termination of status as a County employee.

### **C. OFFICERS AND STAFF**

1. Chair and Vice-Chair
  - a. At the first meeting following the annual appointment of Commissioners to the Committee, the Committee must appoint a Chair and Vice-Chair from among its members.
  - b. The term of the Chair and Vice-Chair will commence upon election, and each shall serve until the election of a new Chair and Vice-Chair as provided in C.1.a. above, except in case of resignation, removal, or replacement by vote of the Committee.
2. Staff
  - a. One or more Department managers designated by the County Administrator, at least one of whom should be a manager of budget or financial matters.

- b. Staff liaison designated by the County Administrator, responsible for the duties of the staff liaison specified in the Administrative Procedures Manual, Chapter 1, Section 10, latest issue, subsection IV.A.

**D. MEETING SCHEDULE AND FORMAT**

- 1. Quorum. A majority of the members of the Committee, which must include at least one of the Commissioner members, constitutes a quorum of the Committee.
- 2. Calendar of Meetings
  - a. The Committee must meet at least annually.
  - b. Regular Committee meetings will be scheduled on a quarterly basis during the fiscal year, in advance. However: if, 10 days prior to any meeting, no pending matters are before the Committee for consideration at the upcoming meeting, the Chair is authorized to cancel that meeting.
  - c. The Committee Chair may schedule additional meetings when requested by a majority of the Committee members.
- 3. Meeting Format
  - a. The Committee Chair must prepare a proposed agenda prior to each Committee meeting, and circulate the agenda and any supporting materials not less than 7 days prior to the date of the meeting.
  - b. The Committee Chair will conduct the meeting in an orderly fashion, in general accord with the principles of Roberts Rules of Order, latest edition.
- 4. Participation by Telecommunication. To the extent practicable, Committee members may participate and vote in a Committee meeting using a telephone or other telecommunication system providing two-way, real-time audible communications.

**E. MATTERS COMING BEFORE THE COMMITTEE**

- 1. Board Charges. Charges assigned to the Committee by the Board, pursuant to Section 3.506 of the Lane Manual.
- 2. Other Matters. Other matters, including changes to the Lane Manual referred to the Committee by the Board, County Administrator, or County Counsel.

**F. NOTICES, RECORDS, AND REPORTS**

- 1. Committee responsibilities
  - a. The Committee must review and approve all Committee meeting minutes.
  - b. The Committee Chair must participate in the preparation of the Committee's annual report, which must be reviewed and approved by the Committee prior to submission to the Board.
- 2. Pursuant to the designated staff liaison's responsibilities under C.1.a. above, the staff liaison is responsible for:
  - a. Drafting and publication of Committee meeting notices and emergency meeting notices.
  - b. Publication of Committee meeting agendas.
  - c. Recording and publication of Committee meeting minutes.
  - d. Submission of Committee Bylaws and Bylaw Amendments to the Board for approval.
  - e. Publication of Committee bylaws.

- f. Coordinate and publish the Committee's annual report to the Board.

**G. BYLAWS, ADOPTION, AND AMENDMENTS**

1. These Bylaws are those approved by the Board at its meeting held September 14, 2017.
2. The Committee should endeavor to review these Bylaws on a regular basis, and propose to the Board any recommended amendments.