

W-5-B.2.

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 2
OF THE LANE MANUAL TO ESTABLISH 15-
MINUTE RULE (LM 2.007)

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 2 is hereby amended by adding the following section:

DELETE THIS SECTION

INSERT THIS SECTION

None

2.007
as located on page 2-1
(a total of 1 page)

Said section is attached hereto and incorporated herein by reference. The purpose of this addition is to establish a 15-minute rule. (LM 2.007).

Adopted this _____ day of _____ 2009.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date _____ Lane County

OFFICE OF LEGAL COUNSEL

Chapter 2

ADMINISTRATION

GENERAL

2.005 Ordinances. Orders. Rules – Definitions.

Ordinances. Legislative acts of the Board enacting general, uniform and permanent procedures and requirements relating to the affairs of Lane County. Ordinances are enacted under the authority of State law, the Home Rule Charter, or both, and require two readings before the Board at least 13 days apart.

Orders. Administrative acts of the Board or expressions of general policy and procedures or procedural rules necessary for the Board to organize the conduct of its own business under authority of State law, the Home Rule Charter or Lane County Ordinances. Orders require only one reading before the Board.

Rules. The administrative regulations of the Board for particular subject areas (e.g., personnel rules, safety rules), or a series of related orders often referred to collectively. Also acts of County officers, commissions or committees in the exercise of delegated functions (e.g., Department procedural rules, rules for conduct of Planning Commission business, etc.). *(Revised by Order No. 72-12-27-1, Effective 12.27.72)*

2.006 Board Relationships With Officers and Employees.

The Board mainly exercises its legislative and administrative powers through the use of written ordinances, orders and rules approved in public session. The Board acts as a board and individual commissioners exercise authority or perform functions only as appointed or delegated by the Board. Nothing in this paragraph is intended to restrict the right of any commissioner to make inquiries of a factual nature or to consult with individual employees, except that utmost discretion is urged when matters are discussed which involve current negotiations with employee bargaining units. The general guidelines in this paragraph are set forth for the purpose of clarifying lines of authority in a county government such as Lane County's in which a three-member board exercises both legislative and administrative powers. *(Revised by Order No. 72-12-27-1, Effective 12.27.72)*

2.007 15-Minute Rule.

(1) Individual Commissioners shall be allowed to ask any county employee for information in person, or via telephone or email on any topic. No more than 15 minutes may be expended on such a request by a county employee. All such information requests should be copied to the employee's supervisor.

(2) In the event an individual commissioner needs more information or assistance on a particular issue or matter, individual commissioners may request the Board provide authority for additional assistance beyond the 15-minute rule.

(3) Individual commissioners are encouraged to submit a Board Order for the consent calendar requesting an exception to the 15-minute rule if they wish to have more than 15-minutes worth of research or work done on a particular matter or issue. The proposed Board Order shall include an estimate of the amount of additional staff time and resources that would be required to provide the requested information.

2.010 Numbering System.

(1) Ordinances.

(a) General Ordinances. General ordinances shall be numbered by a system of two numbers separated by dashes, the first of which shall represent in consecutive sequence the number of

general ordinances enacted during the particular year, and the second the last two digits of the year of the ordinance; e.g., 4-74 would be the number of the fourth general ordinance enacted in 1974.

(b) Special Ordinances. Special ordinances are numbered sequentially without regard to the year and usually relate only to zoning or rezoning.

(2) Orders. All orders of continuing application to the administration of Lane County Government shall be numbered as follows. By a system of four numbers, separated by dashes, the first of which shall be the last two digits of the year of the order, the second of which shall be the number of the month of the year of the order, the third of which shall be the number of the day of the month of the year of the order, and the last of which shall represent in consecutive sequence the number of orders enacted as then during the day. For example, the first order enacted on March 2, 1973, would be numbered as follows: 73-3-2-1.

(3) Resolutions. Resolutions follow the same numbering system as orders.

At right margin indicates changes
Bold indicates material being added
Strikethrough indicates material being deleted
2.005 Lane Manual

LEGISLATIVE
FORMAT
2.010

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