

Lane Manual
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Chapter 1

Chapter 1 - GENERAL

1.005 Manual Designated.

All orders, resolutions, rules, regulations, policies and procedures included in this and the following Chapters shall constitute and be designated "The Lane Manual, 1973" and will hereafter be referred to as "Manual." When referring to specific sections of the Manual, the letters "LM" should precede the numerical designation. *(Revised by Order 00-4-25-14, Effective 4.25.00)*

1.010 Definitions and Rules of Construction.

The following definitions and rules of construction shall be observed unless inconsistent with the intent of the Board of County Commissioners or the context clearly requires otherwise.

Board. Lane County Board of Commissioners.

Chairman. Chairman of the Board of County Commissioners.

Charter. Lane County Home Rule Charter.

City. An incorporated city or town.

Code. The Lane Code.

Department, Division, Board, Commission, Office, Officer or Employee. A Department, Division, Board, Commission, office, officer, or employee of the County.

Gender. The masculine gender includes the feminine and neuter.

Joint Authority. All words giving joint authority to three or more persons or officers shall be construed as giving such authority to a majority of such persons or officers.

Lane County Planning Commission. That Planning Commission having geographical jurisdiction over that portion of Lane County east of approximately the range line between Range 9 West and Range 8 West or the east boundary of Mapleton School District No. 32, whichever is the most easterly (complete legal description contained in Ordinance 24-72).

LC. The Lane Code.

LM. The Lane Manual.

Number. The singular includes the plural, and the plural the singular when the context requires it.

Official Time. Whenever certain hours are named herein, they shall mean the standard time as set out in ORS 187.110.

Or, And. "Or" may be read "and," and "and" may be read "or" if the sense requires it.

ORS. Oregon Revised Statutes.

Person. Individuals, public or private corporations, associations, firms, partnerships, joint stock companies, governmental agencies, political subdivisions of the State of Oregon (including municipal corporations), trusts, estates, or any other legal entity.

Personal Property. Every species of property, except real property, as herein defined.

Planning Commission. Unless otherwise expressly indicated, Planning Commission or County Planning Commission used anywhere in the Lane Code or Lane Manual means the commission having geographical jurisdiction over the subject matter, either the Lane County Planning Commission or the West Lane Planning Commission. When the subject matter is not limited to the geographical area of either commission, e.g., a

general ordinance change, Planning Commission means both the Lane County Planning Commission and the West Lane Planning Commission.

Planning Department. The Lane County Division of Planning and Zoning, Office of County Administration, or as hereafter designated otherwise by order of the Board.

Planning Director. The administrative official of Lane County, or his duly authorized representative, officially designated to administer the responsibilities of the Planning Department.

Property. Both real and personal property;

Real Property. Lands, tenements and hereditaments.

Shall, Will, May. "Shall" and "will" are mandatory, and "may" is permissive.

State. Oregon.

Tenses. The present tense includes the past and future tenses, and the future includes the present.

To. "To" means "to and including" where used in reference to a series of sections of this Manual or when reference is made to ORS.

West Lane Planning Commission. That Planning Commission having geographical jurisdiction over that portion of Lane County lying west of approximately the range line between Range 9 West and Range 8 West or the east boundary of Mapleton School District No. 32, whichever is the most easterly (complete legal description contained in Ordinance 24-72).

Writing. Writing includes any form of recorded message capable of comprehension by ordinary visual means. Whenever any notice, report, statement or record is required or authorized by this Manual, it shall be made in writing in the English language unless it is expressly provided otherwise. *(Revised by Order 00-4-25-14, Effective 4.25.00)*

1.012 Management Terms.¹

The following management terms are presented here to standardize usage of such terms.

Accountability. The obligation to perform responsibility and exercise authority in terms of established performance standards.

Action Plan. A predetermined course of action which includes a statement of divisions' Key and Critical Objectives, as well as their programs, Specific Objectives and the methods for their achievement. It serves as a communication and planning device within and between Departments and Divisions as well as a communications link to the Board and the general public as a key component of the budget process.

Authority. The power and rights of a person or a position.

Control. The assessment and regulation of work being performed and the assessment of results secured.

Critical Objective. A statement of the most important, continuing results which must be accomplished in the critical areas of performance in order to achieve a key objective.

Critical Performance Area. A most important area of responsibility in which outstanding performance is vital if the key objective is to be achieved. Critical performance areas are often coincident with programs; overall results that must be achieved in them become stated in the Critical Objectives of each Division.

Plan. A predetermined course of action.

Policy. A continuing directive made to apply to repetitive questions and problems of concern to the County as a whole in attaining its objectives.

Position. A group of related responsibilities organized for performance on a continuing basis by one suitably qualified individual.

Procedure. A standardized method of performing specified work.

Program. A natural grouping of similar services that together function to accomplish common critical objectives.

Specific Objective. A statement of the measurable results which must be accomplished to overcome identified weaknesses in the attainment of critical objectives.

Standard. An established criterion of effective performance. *(No history available)*

1.015 Continuation of Existing Orders and Resolutions.

The provisions appearing in this Manual, so far as they are the same as those of orders and resolutions existing at the time of the effective date of this Manual, shall be considered continuations thereof and not as new enactments. *(No history available)*

1.020 Effect of Repeal of Orders and Resolutions.

The repeal of an order or resolution shall not revive an order or resolution in force before or at the time the order or resolution repealed took effect. The repeal of an order or resolution shall not affect any action occurring before the repeal took effect, to include any suit, prosecution, proceeding or penalty pending at the time of the repeal, for actions taken in contravention with the order or resolution repealed unless expressly so provided. *(No history available)*

¹ Certain of these definitions are substantially identical to those copyrighted in Louis A. Allen Associates, Inc., and are used with the permission of the corporation.

1.025 Severability of Parts of the Manual.

It is hereby declared to be the intention of the Board that the sections, paragraphs, sentences, clauses and phrases of this Manual are severable, and if any phrase, clause, sentence, paragraph or section of this Manual shall be declared unconstitutional or invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Manual. *(No history available)*

1.030 Titles of Chapters and Sections.

The titles of the several chapters and sections of this Manual are intended as descriptions to indicate the contents of the chapter, or section, and shall not be deemed as part of the chapter or section nor, unless expressly so provided, shall they be so deemed when chapters or sections, including the title, are amended or reenacted. *(No history available)*

