



**OPERATING RULES & GUIDELINES**

**OF THE**

**OLMSTED COUNTY BOARD OF COMMISSIONERS**

**2025**

2025 OLMSTED COUNTY BOARD OF COMMISSIONERS

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District 2: David J. Senjem

District 3: Gregory Wright

District 4: Brian Mueller

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County Administrator: Travis Gransee

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## I. Overview

### A. Purpose

The Olmsted County Board of Commissioners is the body charged by law with management of the affairs of Olmsted 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 acts on behalf of and is held accountable to the residents of Olmsted County.

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

### B. Statement of Principles

The Operating Rules and Guidelines intend to strike a procedural balance that considers County Board adopted principles and enunciates a specific process by which those principles interact and work to create desired public policy and outcomes. The Rules and Guidelines are intended to help facilitate the organization's values and mission. Olmsted County's mission is: *"Building a sustainable foundation for a safe, healthy, and welcoming community through public service excellence."* Words that describe Olmsted County's values include: Thoughtful, Principled, Inclusive, Service Focused, and Collaborative.

### C. Statutory Citations

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

### D. Effective Date

These Rules and Guidelines shall become effective upon passage by the County Board.

## II. [Amendments to the Operating Rules and Guidelines](#)

During the annual organizational meeting (which is generally held on the 1st Tuesday of January), the County Board will review, make any necessary amendments, and adopt the Operating Rules and Guidelines for the year, following the consideration of any proposed amendments

The Operating Rules and Guidelines may be amended by a majority vote at a regularly scheduled Board meeting with the proposed amendment duly noted as an agenda item. The Operating Rules and Guidelines may be suspended at any time by a super-majority vote (5) of the County Board. Any Board member or the County Administrator may initiate a change to the Operating Rules and Guidelines.

### III. County Board Organization

#### A. Membership

The County Board of Commissioners consists of seven members independently elected from single-member districts apportioned based on population as provided by law.

#### B. Commissioner Districts

The boundaries of commissioner districts, including the procedures to follow if redistricting is needed, are established pursuant to Minn. Stat. §375.025.

#### C. Terms of Office

The term of each Board member is four years, except as otherwise established pursuant to Minn. Stat. §375.03.

#### D. Oath of Office

As prescribed in Minn. Stat. §358.05 et seq. and the Constitution of the State of Minnesota, Article V, Section 6, members, upon assuming office, will be sworn in with the following Oath of Office. The oath of office will be administered by an appropriate member of the judiciary, signed by the newly elected member, and filed at the state by the County Auditor (the Director of Property, Records, and Licensing).

*"I, (insert name), do solemnly swear that I will support the Constitution of the United State and the Constitution of the State of Minnesota and that I will faithfully discharge the duties of the Office of County Commissioner to the best of my judgment and ability."*

#### E. Vacancy

A vacancy on the County Board is filled following Minn. Stat. Section 375.101.

#### F. Officers

The County Board, at its organizational meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice-Chair based on a rotation. (See Appendix A: Procedure for Rotation of Officers.)



1. Role of the Board Chairperson

- a) Effectively preside over all board meetings, the Administrative Committee, and all authorities of the Board, including the Housing and Redevelopment Authority (HRA), the Public Health Board, the Regional Rail Authority, and the Building Authority.
- b) After conferring with each member to consider individual preferences, assign members to standing committees, workgroups, and ad-hoc committees of the Board, subject to Board adoption of the assignments. In general, this process occurs at the annual organizational meeting, but may occur at other times of year if new committees or workgroups are formed.
- c) After conferring with each member to consider individual preferences, assign members to other agencies and organizations on which representatives of the Board sit, subject to Board adoption of the assignments at its annual organizational meeting. In general, this process occurs at the annual organizational meeting but may occur at other times of year if new relationships requiring representation from the Board is required.
- d) Seek, elicit, and encourage full participation of all members in meetings, debates, and discussions.
- e) Meet with the Administrator or the Administrator's designee to review and comment on the draft agenda for each regular and special meeting of the Board.
- f) Serve as representative of the Board in execution of contracts, orders, resolutions, ordinances, determinations, and minutes of the Board, and certification of tax rolls.

- g) Serve as the County Board liaison with other local government jurisdictions.
- h) Serve as the public spokesperson for the County Board when needed.
- i) Approve all out-of-state travel requests from members of the Board as well as the elected County Attorney and the elected County Sheriff. In-state travel does not require approval; however, it is the custom of this Board to notify the Chair of activities that will require regular travel in-state (e.g., work on a state agency board or task force in the role of Commissioner). (See Appendix B: Procedures Regarding Board Member Expenses.)
- j) Work with the Director of Human Resources organize the annual performance review of the Administrator.
- k) Discuss any concerns that may arise with individual members who may not adhere to policies and resolve any outstanding issues.

## 2. Role of the Board Vice-Chair

- a) The Vice-Chair presides as temporary Chairperson at Board meetings when the Chair is absent or relinquishes the Chair.
- b) The Vice-Chair will perform the duties of the Chair when the Chair is unable to do so.

## G. Compensation

County Board members receive an annual salary set by resolution of the County Board at the last meeting of the year and effective January 1 of the new year as compensation for services. The resolution will contain a statement of the salary for the new year as defined annually and must be published in the official County newspaper and one other newspaper of the County (Minn. Stat. § 375.055). Members will be eligible for employee health, dental, and saving benefits, as well as pension benefits, through the Public Employees Retirement Association (PERA) fund for

elected officials.

Before the effective date of a new salary, each County Board member shall have the option to decline any salary increase in writing in a form prescribed by the County Board.

#### H. Monthly Stipend

County Board members receive a monthly stipend as and for general expenses deemed necessary to fulfill the duties of the office. The stipend amount is set by resolution of the County Board at the last meeting of the year and effective January 1 of the new year. This stipend is intended to cover in-county mileage on personal vehicles for business-related purposes, as well as other typical expenses such as county use of mobile devices, mobile phones, data plans, postage, books, subscriptions.

#### I. Chairperson's Account

Olmsted County maintains a small account to be used at the Chairperson's discretion for miscellaneous expenses of the Board. (Minnesota Session Laws 1986, Chapter 365, Section 20.) This fund is used for unusual expenses such as meals or non-profit events that fall outside of the county policy for reimbursement, tokens of appreciation for retirement events, or flowers for funerals of persons to whom the Board wishes to express condolences. Members may access this fund by written request to the Chairperson. The Chairperson shall provide a written response to all requests. This fund is subject to post audit process by the County Board.

#### J. Travel Expenses

The Board will allocate a budget amount for travel and training expenses of Board members through the annual budget process. Expenses that are paid from this fund include all costs for travel and training to conferences and other out-of-county meetings. Board members will follow the countywide policy and procedure regarding reimbursable travel and training costs for staff. Overnight travel and training costs of the Chairperson will be approved by the Vice-Chairperson. Records regarding travel and training will be kept as follows:

1. The Chairperson or the Vice-Chairperson will approve all out-of-state travel and training requests from other members via email to the Clerk.
2. Administration will maintain an up-to-date record of all travel and

training costs by Commissioner by year.

See also: [Out-of-State Travel for Elected Officials](#) and Appendix B: Procedure regarding Board members expenses.

#### K. Other County Resources

County Board members may use County resources to conduct County business.

1. County technology, including a standard laptop, monitors, docking stations, will be issued to each member. An office chair and a desktop printer will be issued at the member's requests. Other resources such as a mobile device, internet connection, wireless routers, and office desk are by custom paid for through the monthly stipend.
2. Each member will be issued a county email address and a county soft phone line (which runs through the computer, not a separate phone handset).
3. Normal business supplies such as business cards, office paper, postage costs, and printer cartridges, unrelated to a member's campaign or election, may be accessed by members through Administration. It is the custom of the Board to consider other supplies as compensated through the monthly stipend to each member.

#### L. County Board Space

Space is allotted on County property for Board member use. No member will have an assigned individual office space; however, members will have at-large access to (1) an appropriate room for meetings with constituents and others and (2) a common workroom.

#### M. Indemnification

Olmsted County Board members are protected by the defense and indemnification provisions of the Olmsted County Employee Indemnification Plan by resolution 12-228, as amended.

#### IV. Types of County Board Meeting

##### A. Annual Organizational Meeting

The Olmsted County Board meets as required by Minn. Stat. §375.07 on the first Tuesday after the first Monday in January. The County Administrator will preside until the election of officers has been completed. At that point, the County Administrator will step down and the newly elected Chairperson will resume the meeting as the Presiding Officer. The Board handles organizational business during this meeting, including:

<b>Actions Taken During the Organizational Meeting</b>	<b>Statute References</b>
Administration of Oath of Office	Minn. Stat. §358.05 & 375.08
Election of Officers	Minn. Stat. §375.13
Committee Appointments	
Joint Powers Agreement Appointments	Minn. Stat. §471.59
External Agency and Liaison Appointment	
Advisory Committees Appointments.	
Adoption of Official Newspaper	Minn. Stat. §375.12
Adoption of Board Meeting Schedule	Minn. Stat. §375.07
Delegation of Electronic Fund Transfer Authority	Minn. Stat. §471.38
Adoption of Web Publication for Transportation Project Bids	Minn. Stat. §331A.12
Adopt Resolution Setting Elected Officials' Salaries	Minn. Stat. §387.20, 388.18, and 375.055.

##### B. Regular Meetings

The County Board, by resolution, adopts, and may amend, a schedule of regular county board and committee meetings for the year. The schedule includes the location, date, and time of the meeting. Unless otherwise stated, all regular meetings of the County Board will be convened in the Board Room of the Government Center in Rochester, Minnesota.

If the County Board Chairperson determines that there is no significant business for the County Board to convene at a scheduled meeting of the County Board, the Chairperson may cancel the meeting. Unless weather or other emergencies preclude

holding a meeting safely, the Chairperson will provide three days' prior notice of cancellation to each Commissioner and the public.

#### C. Closed Meetings

The County Board may by resolution close a meeting if permitted or required by Minnesota Statutes Chapter 13D, provided that before closing the meeting, the County Board states on the record the specific grounds permitting the meeting to be closed and describing the subject to be discussed during the closed meeting.

#### D. Special Meetings

The Olmsted County Board may, by resolution, schedule special meetings. A special meeting must be preceded by three days' notice, including a posting of the meeting notice and either (1) mailed or, physical, or electronically delivered notice to persons who have requested such notice or (2) publication of the notice in the official newspaper (Minn. Stat. § 13D.04). The notice will include the date, time, place, and purpose of the special meeting.

#### E. Work Sessions

The County Board may schedule work sessions, retreats, briefings, forums, or similar. A schedule of such meetings shall be maintained in the County Administration office. Notification to the public for these types of meetings is handled the same way that regular or special meetings are handled.

##### 1. Informal processes at Work Sessions

The custom of operations during a work session is to suspend the usual rules regarding the control of discussion and debate to allow for informal discussion among members or between members and staff.

##### 2. No formal actions at Work Sessions.

No formal action regarding any legislation or resolution may be taken at a Work Session. Work sessions provide preliminary thoughts, guidance, and direction to staff for future Board actions.

#### F. Joint Meetings

Occasionally, a joint meeting with the Olmsted County Board and any other political subdivision may be held within the boundaries of either subdivision and will be specified in the meeting notice.

### G. Emergency Meetings

The County Board Chairperson or Vice Chairperson may schedule an emergency meeting when circumstances require immediate consideration by the County Board. Normal posted notice of a Board meeting that is an emergency is not required by statute; however, a good faith effort will be made to provide notice to media and the public when an emergency meeting is called.

### H. Recessed or Continued Meetings

Recessed meetings may be held at any specific time, date, and place which the County Board may schedule without additional notice if the time, date, and place to reconvene are established before the suspension of the meeting which is to be recessed.

### I. Board of Equalization Meeting

Unless a special board of equalization is appointed, the County Board meetings annually during June to consider property assessment equalization requests, as required by Minn. Stat. §274.01.

### J. Truth in Taxation Meeting

The Board holds a special Public Hearing, known as "Truth in Taxation," during the first week of December, as required by Minn. Stat. §275.065.

### K. Public Hearings

The County Board conducts formal public hearings for a variety of reasons. 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. Any member may propose a public hearing through the Administrative Committee and, if approved, to the full County Board.

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 2 to 3 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.

The order of business for public hearings generally follows this procedure:

1. Presiding officer opens the hearing and states the purpose.
2. County staff members or other appropriate persons describe the issue.
3. The affected or interested parties are invited to speak.
4. Members of the public are invited to speak.
5. The public hearing is closed by motion.
6. County Board members discuss the matter and address any member procedural motions presented.



## V. Rules of Procedure

### A. Open Meeting Law

All Olmsted County Board of Commissioners meetings are subject to the Open Meeting Law (Minn. Stat. Ch. 13D).

### B. Notice to Commissioners

The Clerk to the County Board will provide a three-day notice of all regular and special County Board meetings to each commissioner. In the event of an emergency, this provision can be waived by the Chairperson.

### C. Meetings Conducted by Electronic Means

The County Board may conduct a meeting by electronic means when the chairperson of the County Board or, the County Attorney, or the County Administrator has determined that an in-person meeting or a meeting conducted by interactive television is not practical or prudent because of a health pandemic or an emergency declaration pursuant to Minn. Stat. Ch. 12 Emergency Management, provided that the other conditions of Minn. Stat. § 13D.021 are met.

### D. Quorum

A quorum is necessary for the transaction of business. A majority of the members of the Board constitutes a quorum, and no business will be transacted unless approved by a majority (four votes) of the whole County Board (Minn. Stat. §375.07).

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting will make every effort to inform the Board Chairperson and the County Administrator or the Deputy Clerk to the Board.

### E. Role of the Presiding Officer at Board Meetings

The presiding officer of the meeting is the Chairperson. In the absence of the Chairperson, the presiding officer will be the Vice-Chairperson. The Chairperson of the Board may make a motion and has the same voting rights and responsibilities as other members. 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 procedural questions which arose during the meeting with assistance from counsel as needed, subject to appeal by any Board member.
3. Hold a vote of all questions that have been moved and seconded and announce the results.

#### F. Role of the County Administrator in County Board meetings

The County Administrator or designee will attend all meetings of the County Board. The County Administrator represents the staff at the meetings. The County Administrator may participate in the discussion or recommend a resolution or action to the County Board. The Chairperson may call on the County Administrator to participate in the discussion or provide a verbal recommendation on any subject pending before the Board.

#### G. Role of the Clerk to the Board in County Board meetings

The clerk or deputy clerk serves as the official record keeper of all decisions made by the Olmsted County Board and its authorities, the Regional Railroad Authority, the Building Authority, and the Housing and Redevelopment Authority. Duties include:

1. Publishing board agendas
2. Recording meetings and board actions
3. Preparing meeting minutes for publication in the official county newspaper and for permanent record per state law
4. Certifying board resolutions and meeting minutes
5. Attest to the Board Chairperson's signature on documents such as resolutions, ordinances, large contracts, real estate documents.
6. Serving as the liaison for the citizen advisory board open appointments process
7. Receive and distribute any handouts that are brought to Board members from the public during the meeting.

#### H. Protocol for addressing the Board

Formal protocol is used when speaking to the County Board. The County Board Chairperson is address as "Mr. or Madam Chairperson." 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 Chairperson and within the established procedures as outlined.

#### I. Public Comment Period

Every regular county board meeting agenda includes an "open comment" period. Members of the public are encouraged to address the County Board at any regular meeting during this time. To avoid unscheduled debates and to promote the freedom of each public person to speak, the Board custom is to not comment or respond to a person who is addressing the Board, either by verbal or non-verbal communication. Silence or non-response from the Board should not be interpreted as disinterest or disagreement by the Board.

Board members wishing to address a public commenter will first obtain the approval of the Chairperson. If an item needs to be corrected to avoid public misperception, it will be addressed at the end of public comment by the Chairperson or by a member recognized to speak by the Chairperson.

People may participate in Public Comment either in-person or via live video link provided on the agenda. Public Comment is not part of the broadcast meeting. Commentors are limited to 2 minutes each. Any disruptive behavior of the meeting or the meeting decorum may result in removal from the meeting. Signs and placards are prohibited inside the County Board room or as background to video testimony. (See Appendix C: Public Hearing and Open Comment Rules.)

#### J. Remote Meeting Participation for presenters

Members of the public and representatives of other agencies may choose to attend and present to the Board via electronic video meeting software when this is necessary or most efficacious. Staff will appear in person to the Board except in certain circumstances in which video appearance makes more sense. For example, staff who need to be available if a routine consent agenda item receives questions will attend remotely to be prudent with staff time.

#### K. Watching Board Meetings

The public is invited and encouraged to attend and participate in County Board meetings. County Board meetings can [be streamed live or viewed as a recording from the county website](#). The regular meetings of the County Board are also recorded for distribution to the cable television companies serving the communities of Olmsted

County. The schedule of the distribution and broadcast dates is maintained in the County Administration office.

#### L. Voting

It is the duty of every member to vote. Every member present shall vote on every question unless the member abstains from voting. Voting members are not permitted to pass. Proxy voting is never allowed.

##### 1. Recording the Vote

Except for procedural motions, voting will be done by voice vote and recorded as a "yes," or "no," or "abstain" vote by the Clerk and noted in the minutes. When required by statute, at the Chairperson's discretion, or upon the request of any member, a roll call vote may be called. When the Chairperson calls for a roll call vote, the Clerk will call the roll alphabetically, except the Chairperson, who will be called last.

##### 2. Abstaining

When abstaining from a vote, a member will give a reason or explanation for the abstention. A member will abstain from voting whenever the member has a personal or monetary interest in any manner under consideration or believes that voting on the matter could, for any reason, constitute a violation of state ethics laws or county ethics policies.

#### M. Adoption

In general, a motion or resolution shall be adopted if approved by a majority of the Whole Board (Minn. Stat. §375.07) unless otherwise specified in the Operating Rules and Guidelines.

## VI. Rules of Debate

The Rules intend to both to give specific guidance on method and to provide a reasonable compromise in the event of conflict.

### A. Principles

The Board rules of debate rely on Robert's Rules of Order as a guide, except as modified by this document or applicable Minnesota statutes. Questions of interpretation and enforcement will be referred to the Chairperson, who may consult with Board members, the County Attorney, and the Administrator to make decisions.

### B. Types of Motions

#### 1. Main Motion

A main motion brings before the members, for their consideration, any subject independent of any other pending motion or parliamentary situation. A main motion may be made only when no other motion is pending.

Main motions generally come to the Board in the form of resolutions to be considered by the Board. The Board Chairperson may call upon a staff person for introduction to the resolution topic or to answer questions before making a motion.

#### 2. Secondary Motion

The second motion is an indication that at least one person besides the mover that is interested in discussing the topic at the meeting. It may be made when a main motion is pending and must be acted upon or disposed of before direct consideration of the main motion may be continued.

All motions before the Board shall be seconded before consideration by the Board. The second may occur after brief, informal discussion. After the second of the motion, formal debate may take place among members of the Board before the formal vote being called.

#### 3. Subsidiary Motions

Subsidiary motions may be applied to another motion for the purpose of modification, delay, or disposal.

a) *Motion to Amend.*

Amendments must be germane to the topic of the main motion. The amendment can be inserting certain words, striking out certain words, or replacing certain words. Any motion may be amended at any time before it is adopted. The amended motion has 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.

b) *Motion to Table (or "Lay on the Table")*

This motion removes the main motion from consideration until an unspecified future time.

c) *Motion to Close, Limit, or Extend Limits of Debate.*

This motion may apply to one or more pending motions but must specify which motions. This motion requires a two-thirds vote.

d) *Motion to Postpone to a Certain Time.*

This motion sets the specific time for reconsideration (usually not much longer than the next meeting).

e) *Motion to Commit or Refer.*

This motion sends a pending motion to a committee, usually with instructions.

f) *Motion to Postpone Indefinitely.*

This motion removes the main motion from the Board's consideration for the session without a direct vote on it.

4. Privileged Motions

Privileged motions are unrelated to the current motion but are of an urgent or important nature and require immediate attention. Privileged motions take precedence over other types of motions.

*a) Adjournment.*

*This motion ends a meeting.*

*b) Intermission.*

*This motion is for a short recess while a question is pending.*

*c) Raise a question of privilege.*

*This motion can raise an issue relating to the rights and benefits of the Board or one or more of the members. Typically, this involves the comfort of members, their ability to see and hear speakers, the conduct of officers, members, or guests, or the accuracy of published reports of the proceedings.*

*d) Call for orders of the day.*

*This type of motion is used to urge conformance with the agenda, timing, or order of procedures (e.g., items scheduled through adoption of an agenda cannot interrupt a pending motion.)*

## **5. Incidental Motions**

An incidental motion is in order only when it is legitimately incidental to another pending motion or when it is legitimately incidental in some other way to business at hand; it then takes precedence over any other motions that are pending.

*a) Point of order.*

*This motion is an assertion that a rule is being violated and a request that the rule be enforced by the chairperson. A point of order does not require a second.*

*b) Motion to Divide the Question.*

A motion to Divide the Question allows a resolution under debate to be divided and separated into more than one action, provided the Chairperson rules that the resolution will allow such a division. Each of the resulting resolutions must be complete to allow independent consideration and action.

*c) Object to the consideration of a question.*

*This motion is used to enable the Board to avoid altogether any motion that it may deem irrelevant, unprofitable, or contentious.*

*d) Withdraw or modify a motion.*

*When a motion has been made but not yet been stated by the Chair, it can be withdrawn or modified by the mover.*

*e) Suspend the Rules*

*This motion is used to temporarily suspend rules to allow a certain action. For example, suspending the rules would allow a motion to be considered even if it would otherwise be out of order. A motion to suspend the Rules requires a super-majority (5) of County Board members to pass.*

#### **C. Withdrawal of Motion**

After a motion has been stated by the Chairperson, 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 Chairperson 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.

#### **D. Reconsideration**

Any motion which is defeated by a majority vote of the Board may not be introduced for reconsideration at any meeting except as follows:

1. The motion to reconsider is made by a majority member that prevailed in the original vote, seconded by any member, and approved by a majority of the Board.
2. Following reorganization of the Board, any motion may be introduced for reconsideration by any member.

#### **E. Order of Precedence of Motions**

The twelve commonly used motions below have a fixed rank, called the order of precedence. When one of the motions is pending, any motion higher on the list is



permitted, and any motion lower on the list is prohibited, except that to amend or to order the previous questions on an amenable higher-ranking motion is permitted when the higher-ranking motion is pending. They are proposed in any upward sequence and put to vote in the opposite downward sequence.

- a) Adjourn
- b) Recess
- c) Raise a question of privilege
- d) Call for the orders of the day
- e) Table (a.k.a. defer consideration)
- f) Call of the previous question / order the previous question (close debate)
- g) Limit or extend limits of debate
- h) Postpone to a certain time
- i) Commit or refer
- j) Amend
- k) Postpone indefinitely
- l) Main motion

#### F. Out-of-Order Motions

1. If the motion conflicts with governmental laws, bylaws, rules of order, or standing rules.
2. If the motion conflicts with or presents substantially the same question as one still within the control of the Board.
3. If the motion contains language not allowed in debate, except as may be necessary to quote in a motion of disciplinary nature.
4. If the motion is patently frivolous, dilatory, or absurd. A motion is out of order if it is so insignificant it is apparently introduced only for comic purposes, or it obstructs the known will of the Board, or if it does not make sense.

#### G. Suspension of the Rules

Any member of the Board may move for a suspension of the rules at any time during the debate. If there is general consensus, the Board may suspend the rules without the formality of a motion. Such an action may occur at any time and requires a super-majority of County Board members (5) to pass.

## VII. Board Actions

### A. Resolution

The County Board takes formal action by resolution (Minn. Stat. § 373.02) or ordinance (Minn. Stat. § 375.51) only, both initiated through a motion. A motion may be introduced by any member of the County Board.

The main motion in the form of a resolution is how a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic method 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. (See Section IV).

By custom and policy, the Board does not entertain resolutions that do not have a direct, unambiguous, and explicit relationship to the County's programs, services, policies, or budgets. See Appendix J: Guidelines for Requested Resolutions and Proclamations.

### B. Ordinance

The County Board may take formal action by ordinance (Minn. Stat. § 375.51). An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the county's affairs. County Board action shall be taken by ordinance when required by law or 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 informal 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 & Adoption

Authority for the development of policies in Olmsted County is granted to the County Board through Minn. Stat. Ch. 373 (Counties, Powers, Duties, and Privileges), Minn. Stat. Ch. 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.

The Board applies the following criteria during the policy development process to ensure Board decisions are effective and sustainable:

1. Explicit: Policies should be in written form.
2. Current: Policies should be up to date.
3. Literal: Policies mean what they say.
4. Centrally available: Policies are kept together in one place.
5. Brief: Policies should be concise.
6. Encompassing: Policies should revise the largest policy issue before dealing with smaller issues.

## VIII. Agendas

### A. Preparation and Distribution

The County Administrator is responsible for preparation of the agenda at each regular meeting, special meeting, and committee meeting of the Board. Members of the Board may request an item to be placed on a committee agenda by informing the County Administrator. The Board discusses and debates topics at its committees before the topic is placed on a full Board agenda. In unusual circumstances, such as urgent timing, a topic may be placed on a full Board agenda without first being discussed at a committee of the Board.

Before finalization of agenda, the County Administrator meets with the Board Chairperson to review the proposed agenda and schedule of business. The Administrator is responsible to ensure supporting materials, including context, data, and background for decisions to be made by the Board, are included in the agenda materials.

The Board agenda and supporting materials are electronically distributed to all members of the Board no later than Friday preceding the regular Tuesday meeting.

The agenda and supporting materials are made available via the County website to staff, public, and media, as appropriate. Members of the public who are interested in following issues considered by the Board may register their name and email address on the County website to be included in electronic agenda notification.

If possible and if time allows, Board members are encouraged to identify and request future agenda topics for committees and full Board within the agenda section entitled "Future Agenda Items." Early identification of future agenda items informs the Board that a particular subject will be discussed and provides staff an opportunity to conduct any research, study, and background sufficient to support the Board discussion.

### B. Order of Business

#### 1. Regular Board Meetings

The order of business for each regular meeting of the County Board is as follows:

##### *a) Public Comment Period*

- b) Call to Order*
- c) Pledge of Allegiance*
- d) Approval of Agenda*
- e) Public Hearing(s)*
- f) Consent Agenda*
- g) Regular Agenda*
  - (1) Discussion / Decision Items*
  - (2) Informational Items*
- h) Board and Committee Reports*
- i) Adjournment*

#### **C. Consent Agenda**

The Consent Agenda consists of routine agenda items that are not likely to require additional debate and discussion. Items that are approved in a Board committee appear on the County Board Consent Agenda. Other routine agenda items including, but not limited to, plat approvals, tax abatements (penalty and interest claims), minor budget amendments, personnel actions, tax forfeiture actions, liquor licenses, gambling permits, and miscellaneous contract renewals.

The Consent Agenda is considered as one item of business. The Board may approve all items on the consent agenda by adopting one motion. In the meeting minutes, the items passed in the Consent Agenda shall be recorded individually and by separate Resolution numbers.

Before approval of the Consent Agenda, any member can remove an item on the Consent Agenda for further discussion and/or for the purposes of separate consideration. The Chair shall determine the location on the agenda for the item of business which will subsequently be considered. By custom, members make every effort to inform the Chair of their concern about the item before the meeting.

#### **D. Regular Agenda**

The Regular Agenda consists of items likely to require additional discussion and review. Items of business are considered individually and in the order of business as approved by the Board at the meeting.

#### **E. Official Records**

The County Administrator designee prepares the official minutes of each meeting. Board meeting minutes are kept in accordance with all provisions of statute 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 are prepared and submitted for approval at the next succeeding County Board meeting. Minutes are posted to the website and available to staff, media, and public.

The County Board resolutions are numbered consecutively, preceded by the last two digits of the calendar year.

Video recordings are made of all regular meetings and available for viewing on the County website. Video recordings are not made for Committee meetings or Special meetings of the Board.

## IX. Committees

### A. Standing Board Committees

To assist the Board in carrying on its business, three members are appointed to each of the following committees by the Chairperson at the beginning of each year. At its annual organizational meeting, the Board approves these appointments. Standing Board Committees are public meetings that all members may attend, but only appointed members may engage in committee discussions or vote.

#### 1. Order of Business

The order of business for each of the 3 Board committees (Administrative Committee, Physical Development Committee; and Health, Housing, and Human Services Committee) is as follows:

- a. Call to Order*
- b. Approval of the Agenda*
- c. Consent Agenda*
- d. Proclamations*
- e. Regular Agenda*
- f. Administrator's Report*
- g. Adjournment*

## Administrative Committee

Responsible for first review of matters pertaining to:

- Budget
- Financial audits
- Personnel
- Labor negotiations
- Technology
- Facilities
- Interagency legislation
- Security
- Communications
- Graham Park
- Elections & redistricting
- Licensing
- Tax collection
- Courts

Departments and agencies customarily working with this committee:

- Finance
- Human Resources
- Information Technology
- Policy, Analysis, and Communications
- Property, Records, and Licensing\*
- Facilities and Building Operations\*
- Office of the Sheriff
- County Attorney's Office
- UM Extension
- County Fair Board
- Administration
- District Court
- Law Library
- Public libraries
- Agencies requesting appropriations

\*Property Records, and Licensing (PRL) and Facilities and Building Operations (FBO) often appear at both Administration Cmt and Physical Development Cmt, depending on the specific topic.



<b>Physical Development (PD) Committee</b>
Responsible for first review of matters pertaining to:
<ul style="list-style-type: none"><li>▪ Transportation</li><li>▪ Roads, bridges, and other physical structures</li><li>▪ Parks, natural areas, recreation</li><li>▪ Soil and water</li><li>▪ Solid waste</li><li>▪ Physical environment</li><li>▪ Land use planning and zoning</li><li>▪ Well permitting</li></ul>
Departments and agencies customarily working with this committee:
<ul style="list-style-type: none"><li>▪ Public Works and Survey</li><li>▪ Parks</li><li>▪ Soil and Water / SWCD</li><li>▪ Environmental Resources</li><li>▪ Planning</li><li>▪ Facilities and Building Operations*</li><li>▪ Property Records &amp; Licensing*</li><li>▪ Watershed districts and associated joint powers boards</li><li>▪ Rochester-Olmsted Council of Governments (ROCOG)</li></ul>

## **Health, Housing, and Human Services (HHH) Committee**

Responsible for first review of matters pertaining to:

- Social services
- Child protection
- Mental health programs for adults and children
- Care coordination for vulnerable adults
- Behavioral health and substance abuse disorder
- Public assistance
- Child support
- Foster care licensing
- Public health
- Housing and homelessness
- Corrections for adults and juveniles
- Veterans' programs and services

Departments and agencies customarily working with this committee:

- Public Health
- Adult and Family Support
- Children and Family Support
- Family Support and Assistance
- Housing and the Housing and Redevelopment Authority
- Corrections
- Veteran Services

## B. Workgroups and Ad-hoc Committees

From time to time, the Board may create workgroups or ad-hoc committees of its members to address specific topics. The workgroups or ad-hoc committees are made up of 3 or fewer members, along with supporting staff. Meetings of workgroups and ad-hoc committees are not posted and are not open to the public.

### 1. Legislative Workgroup

The Legislative Workgroup meets when needed in an ad-hoc manner to track and guide the County's work around legislative issues. The group prepares an annual platform of issues that sets the County's position for review and approval by the Board. The Legislative workgroup also monitors and recommends actions (for example, supporting issues pertinent to the county from other organizations) as they arise during the session.

Members of this workgroup meet with legislative representatives of the County as often as necessary to advance the County's positions on legislative issues. Staff, including the Legislative Analyst, are assigned to work with this workgroup and to keep each Board member informed of actions the workgroup has taken.

### 2. Other Ad-hoc committees and workgroups

The Board may create other committees of 3 or fewer members to address issues on an ad-hoc basis. These groups are generally working on a time-limited, specific issue such as re-development of Graham Park.

## C. Organizations and Agencies with Appointed County Board Representation

The organizations and agencies with County Board representation, the number of Commissioner members, and the contact committee are listed below.

<b>Legal Relationship</b>	<b>Name of Agency or Organization</b>	<b>Number of Members</b>
Council of Governments	Rochester-Olmsted Council of Governments	3
Joint Powers Boards	Dodge Olmsted Corrections JBP SE MN Emergency Communications JPB Emergency Medical Services JBP Workforce Development JBP Lake Zumbro JBP Root River Watershed JBP South Zumbro Watershed JBP Whitewater River JBP WinLac Watershed JBP Southeastern MN Recyclers Exchange JPB Dodge-Olmsted JPB (solid waste)	2 1 1 1 2 1 2 1 1 1 2
Boards of Directors	Olmsted Law Library Board Destination Medical Center Corp. Board of Directors Olmsted County History Center Board of Directors Zumbro Valley Health Center Board of Directors Three Rivers CAP Board of Directors MICA Board of Directors	1 1 1 1 1 2
Other Entity with Official Agreement by Resolution	Olmsted County Justice Council Coalition for Rochester Area Housing Leadership Council Anoka County Juvenile Detention Center Advisory Board	2 1 1
Assignments to regular community or collaborative meetings (no official authority in the meeting)	Rochester Chamber of Commerce Government Forums Corrections Task Force Federal Medical Center Community Relations Board Watershed Alliance for Greater Zumbro First Homes Properties Highway 14 Partnership Highway 52 Partnership MN Transportation Alliance AMC Policy Committees	2 2 2 1 1 2 2 2 2

Legal Relationship	Name of Agency or Organization	Number of Members
Other	University of Minnesota Extension Committee	2

## X. Code of Ethics

Public respect and confidence in the integrity and principles of the elected Board members is the basis for effective county government. The Olmsted County Board has formally adopted the Association of Minnesota Counties (AMC) "Code of Ethics for County Officials" as a guideline in the administration of official business in Olmsted County. (Resolution No 23-249, as amended.) (See Appendix E.)

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 AMC 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:

- observe the highest moral and ethical standards.
- maintain and respect confidentiality of private and confidential information.
- avoid discrimination against any person on the basis of race, color, sex, sexual orientation, religion, creed, national origin, age, disability, or status with regard to public assistance.
- comply with the ethical obligations imposed by law, including MN Stat. §10A.07, §10A.071, §382.18, §471.87-.895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
- work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
- 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.

The County Board has also developed a Code of Conduct as a guideline and understanding of expectations for their work with each other, other government bodies, the public, and the staff. (See Appendix F.)

## XI. Communications with the Public

### A. Public Communication

In addition to participation in Board meetings during the Public Comment Period, the Board endeavors to create easy and reliable access to information about the County.

#### 1. Individual 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. Meetings are open to the public, consistent with the requirements of the MN Open Meeting Laws. Board and Committee agendas are electronically distributed to interested persons at their request. The County Board encourages the residents of Olmsted County participate in all aspects of the Board's business, including advisory committees, commissions, and other advisory groups.

#### 2. Information and News Media Outreach

Olmsted County regularly produces and makes available programming about specific issues of interest through social media sites and the County's website. County information is distributed through announcements to local news media and in articles provided by staff to local news publications.

#### 3. County Board Meeting Outreach

Broadcasts of the County Board meetings can be viewed on cable television channels and are available for live streaming or recorded viewing on the County's website.

#### 4. 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

County Board members and staff are committed to customer service and will provide timely and efficient response and communications to the residents of Olmsted County.

1. Written and Electronic Correspondence

When a written or electronic inquiry, request of information, or complaint about County business is received and staff assistance is needed, Board members will work with the Administrator or designee, who will assign the appropriate staff to confer with the member (as needed) to response. Staff customarily respond to all such inquiries within one business day. When such a response time is not possible, staff will make an honest effort to inform the requestor of the likely timeline for a response.

2. Telephonic Correspondence

Members of the public are encouraged to call Board members directly using their phone numbers as listed on the Olmsted County website. When Administration or other staff receive telephone calls requesting a specific Board member, the messages will be forwarded to the Board member per their instructions.



## XII. Staff

### A. County Administrator

The County Board adopted a County Administrator form of government in approximately 1970.

The County Administrator is the administrative head of the County and has all the powers and performs all the duties of an administrative or executive nature vested in the County Board and as delegated by the County Board. The County Administrator's job description outlines in detail the duties and responsibilities of the County Administrator. (See Attachment H.) The County Administrator is the single point of delegation and is held accountable for the Board's expectations of organizational performance. The County Board Chairperson, with assistance from the Human Resources Directors, facilitates an annual evaluation of the County Administrator by the County Board.

In general, the County Administrator supervises the divisions and departments which function under the jurisdiction of the Olmsted County Board. The County Administrator coordinates the various activities of the County, unifies the management of its affairs, and makes recommendations to the Board regarding the structure of County departments and functions, including reporting relationships, physical facilities, and locations. The County Administrator is accountable for hiring, training, advising, motivating, and appraising the performance of subordinates. The County Administrator recommends the annual budget and long-range capital expenditure programs to the Board for approval.

The County Administrator recommends to the Board proposed policies concerning the non-administrative and non-executive affairs of the County. The County Administrator recommends short- and long-term goals to the Board and periodically measures organizational and individual accomplishments against goals, objectives, and timetables. The County Administrator keeps the Board informed, make recommendations, and comments upon legislative initiatives which affect the County and, as directed by the Board, will represent the County in its relations with other governments.

#### B. Role of Staff

The County Administrator, with the support of staff, in a timely and responsible manner, answers inquiries and requests regarding issues and concerns brought by Board members or the residents of Olmsted County.

In certain instances, Board members may want assistance or County staff involvement in evaluating policy and/or programmatic changes. Board members who wish to initiate policy or program change will first present such requests to the appropriate Standing Committee or Workgroup for discussion and possible direction to the County Administrator and staff. The County Board, not individual members, has authority over the County Administrator. The County Administrator answers to the Board as a whole.

### XIII. Advisory Boards

#### A. Authority

The Board appoints individuals to various boards, committees, commissions, workgroups, and task forces (collectively referred to as "committees") which have been established by the Board or pursuant to Minnesota Statutes. Authority for establishment of the committees is prescribed in the MN Statutes or by County Board Resolution. The County Administrator maintains a complete list of all committees, their underlying source of creation, and information on member terms and applicable term limits.

#### B. Role and Purpose

Each committee serves a statutory or advisory purpose to further the interests of Olmsted County. Each committee will have specific staff assigned and designated to support its function. Fundamental purposes for using advisory committees in support of County government are:

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

#### C. Recruitment and Selection of Citizens for Advisory Boards

##### 1. Residency

Applicants for citizen advisory boards must be Olmsted County residents, except where enabling authority or bylaws state otherwise.

##### 2. Application

Persons interested in being considered for an appointment to a county advisory board/committee must complete an Application for Citizen Advisory Committee via the County's website. See Appendix G for Procedures regarding recruitment and appointment to Advisory Committees.

##### 3. Conflicts of Interest

When an individual's regular employment or financial relationship may potentially cause a conflict of interest with the normal items of business of the advisory committee, the person shall divulge the possible conflict in writing before the consideration for appointment. Before making an appointment, the County Board will determine whether or not the potential conflict of interest precludes appointment of the applicant.

4. Seeking Representative Volunteers

As a general guideline, the appointees to each advisory board or committee should include members representing a diversity of communities within the county, civil groups, and interests.

D. Ex-Officio Members

Ex-Officio members on any advisory committees are non-voting members.

E. Reimbursements

Community members appointed by the Board to Advisory Board may receive a per diem reimbursement for attendance at regular or special meetings. Per diem levels may change from time to time by Board adoption.

F. Appointment of Chairpersons

Advisory Committees will select Chairperson according to the bylaws for each committee.

G. Terms of Office

In general, appointments to an advisory committee are for three years. Individuals may serve a maximum of three consecutive terms except where enabling authority, bylaws, or Board Resolution provide otherwise.

## Appendix A: Procedure for Board Member Officer Rotation

### A. Rotation of officer positions

It has been the custom of the Olmsted County Board to rotate the position of Chair and Vice-Chair annually. The Administrator and Deputy Clerk will update the rotation schedule each year.

#### 1. Rules of rotation

The person at the 1<sup>st</sup> position on the rotation will become Chair for the year, and the person at the 2<sup>nd</sup> position on the rotation will become Vice Chair for the year. The Chair and Vice Chair will be nominated and elected during the Election of Officers section of the Annual Organizational Meeting on the first Tuesday following the first Monday of the year.

#### 2. New members' placement on the rotation

When new members are elected to the Board, they are added as the last person in the rotation to serve as the Board Chair at the time of their oath of office. If there is more than one new Commissioner elected at the same time, the following process will be used to determine when the new members are eligible to serve as Board Chair:

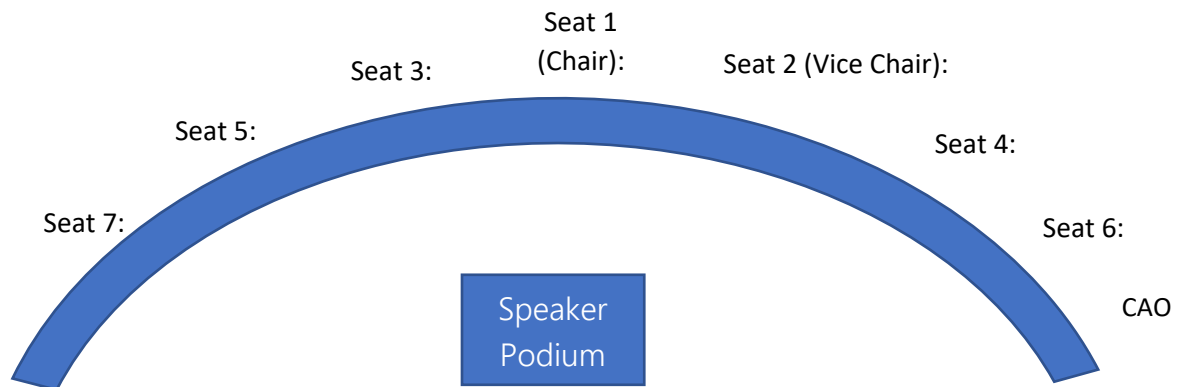
- a) Commissioner districts will be ranked; the longer the period since a commissioner from that district has served as Board Chair, the higher the ranking.*
- b) Newly elected commissioners will then be placed in the rotation to serve as Board Chair according to the ranking of their district.*

#### 3. Option to "skip"

Members may elect to "skip" their turn as Chair and/or Vice Chair. If a member elects to "skip" their turn, they will move to the 7<sup>th</sup> position in the rotation.

#### B. Rotation of Assigned Seat at Board Meetings

It has been the custom of the Board to rotate members' assigned seats during Board meetings according to their position on the Chair rotation, as shown below.



## Appendix B: Procedure for Board Member Expenses

### A. Sources of Funding

There are 3 sources of funding available to Commissioners for travel, training, and miscellaneous expenses, as follows:

#### 1. Commissioner Stipend

Commissioners receive a monthly stipend to cover a variety of expense. The stipend amount is set annually by the County Board at the Annual Organizational Meeting. The stipend amount is taxed and distributed via the 2nd paycheck of the month. There are no restrictions on these funds, and there is no tracking or reporting procedures needed. (See Table A.)

#### 2. Commissioner Travel and Training funds.

The annual budget includes a pool of funds specifically for Commissioners' training conferences, as well as out-of-county travel and accommodations costs. These funds cannot be used for any other purposes and the use must be approved by the Board Chair. All expenses from these funds must have a public purpose. Most of these costs are paid directly from the County to the training agency, conference, airline, hotel, etc. Some costs, like travel per-diem, require receipts and an expense report (as per the [countywide expense reimbursement policy](#)), which is filed by staff for each Commissioner. (See Table B.)

##### *a) Travel companions*

Members frequently travel with spouses or other companions to conferences and trainings. Companions may stay in hotel or other overnight accommodations reserved for the member as long as the County does not incur additional expenses. Similarly, Administration staff will assist the member with the coordination of travel plans for companions, however, the County will not pay for additional costs (e.g., airline tickets) incurred by the companion.

#### 3. Chairperson's Account.

There is a small account available by Chairperson's authorization only to use for other expenses incurred or desired by members. This account is budgeted for \$3500 per year and carries over into the next year if funds remain on December 31. (See Table C.)

## Table A: Commissioner Monthly Stipend

### Intended Expenses

- Travel between Government Center and Campus in personal car.
- Travel and mileage to and from locations contained within Olmsted County.
- Miscellaneous expenses needed to conduct the work of the office of Commissioner.
- Out-of-the-ordinary supplies that are not stocked by Administration.

### Examples

- Travel between Government Center and Campus in personal car.
- Meals with constituents or at meetings that do not qualify for reimbursements.
- Specialized printing of stationery.
- Home office equipment beyond the standard issue.
- Attendance at fundraiser events or other events that do not have a specific public purpose.

### Non-allowable expenses

N/A

### Procedures

- Stipend is automatically added to 2<sup>nd</sup> monthly paycheck. No additional reporting or recording is necessary.

## Table B: Commissioner Travel and Training Budget

### Intended Expenses

Out-of-county travel costs for meetings, conferences, trainings as part of the role of County Commissioner. Registration fees for meetings, conferences, trainings as part of the role of County Commissioner (local or out-of-county)

### Examples

- Airline, rental car, taxis
- Conference and training registration and fees
- Hotels
- Per-diems for food while traveling (See countywide expense reimbursement policy for



more information on per-diem.)

### Non-allowable expenses

- Anything that does not have a public purpose, for example:
  - Travel expenses for companions.
  - Alcohol or cannabis (even when ordered with reimbursable meals).
  - Registration or travel fees for non-profit fundraisers, galas, or other social events.
  - Meals purchased in between meetings when overnight travel is not involved.
  - Campaign materials; individual Commissioner newsletters or postage for mass mailing.

### Table C: Chairperson's Account

#### Intended Expenses

Expenses for events and fees for the Board members; other miscellaneous expenses without a public purpose.

#### Examples

- Social events such as a picnic or Holiday party for Board members.
- Purchase of a "table" at non-profit galas, fundraisers, or other social events.
- Flowers for condolences or congratulations from the Board.
- Retirement gifts or parties for Board members or on behalf of the Board.

### Non-allowable expenses

- Alcohol or cannabis purchases.

### Procedures

- Send request to Chairperson and copy Administrator via email.
- Chairperson replies via email (for Admin records) with approval (or disapproval).
- Administration staff makes appropriate arrangements (purchases, reservations, orders).
- Administration handles the Chairperson's account (not Finance Department) and maintains records of approvals from the Chairperson.

## Appendix C: Public Open Comment Period Rules

### A. Rules

1. Public Comment occurs before the meeting is called to order and is not broadcasted.
2. All speakers are requested to use the registry form available at the meeting. The purpose of the registry is to create an orderly process.
3. All speakers will be required to use the microphone.
4. Participants will state their first and last name.
5. Each speaker should address the Chairperson directly.
6. Comments must be kept to 2 minutes or less.
7. Participants must behave in an orderly manner without disrupting proceedings or using profanity.
8. No signs or placards are allowed in the Board Room or as background in video testimony. (They are allowed in the Rotunda.)

### B. Enforcement of Rules

1. If an individual is behaving in a disorderly manner by speaking or otherwise disrupting the proceedings, by speaking longer than the allotted time, or by using profanity, the chairperson of the county board or the presiding officer at the meeting will request that the individual cease the violation and/or leave the room;
2. If the behavior continues, the presiding officer, in their discretion, may request security to remove the individual from the meeting room.

### C. Board Member Interactions with the Public

To avoid unscheduled debates and to promote the freedom of each public person to speak, the Board custom is to not comment or respond to a person who is addressing the Board, either by verbal or non-verbal communication. Silence or non-response from the Board should not be interpreted as disinterest or disagreement by the Board.

## Appendix D. Public Hearing Rules

### A. Rules

1. All members of the public interested in addressing the County Board are requested to use a registry form available at the hearing. The purpose of the register is to create an orderly process.
2. All speakers will be required to use the microphone.
3. Participants will state their first and last name and address or residence.
4. Each speaker should address the Chairperson directly.
5. Comments must be kept to 2 minutes or less.
6. Remarks should be limited to topics germane to the public hearing topics.
7. Participants must behave in an orderly manner without disrupting proceedings or using profanity.
8. No signs or placards are allowed in the Board Room. (They are allowed in the Rotunda.)

### B. Enforcement of Rules

1. If an individual is behaving in a disorderly manner by speaking or otherwise disrupting the proceedings, by speaking longer than the allotted time, or by using profanity, the chairperson of the county board or the presiding officer at the meeting will request that the individual cease the violation and/or leave the room;
2. If the behavior continues, the presiding officer, in their discretion, may request security to remove the individual from the meeting room.

### C. Board Member Interactions with the Public

In order to avoid unscheduled debates and to promote the freedom of each public person to speak, the Board custom is not to comment or respond to a person who is addressing the Board, either by verbal or non-verbal communication. Silence or non-response from the Board should not be interpreted as disinterest or disagreement by the Board.

## Appendix E: Procedural Steps of a Motion

### A. Making a Motion.

1. Obtain the floor (when no other question is pending).
2. State the motion.
3. Another member seconds the motion.
4. Chairperson states the question on the motion to the group.
5. Motion is now open to debate. Discussion of a subject is permitted only with reference to the pending motion and after the seconding of the motion.

### B. Consideration of a Motion

1. Debate (unless no member claims the floor for that purpose).
2. Chairperson puts the question to a vote.
3. Chairperson announces the result of the vote.

## Appendix F: Code of Ethics for Olmsted County Commissioners

*(Adapted from Association of Minnesota Counties Model Code of Ethics.)*

WHEREAS it is imperative that the officials in public service not only maintain the highest possible standards of ethical conduct in their transactions of public business but that such standards be clearly defined and known to the public as well as to the public officials;

NOW, THEREFORE, BE IT RESOLVED BY THE OLMSTED COUNTY BOARD OF COMMISSIONERS that the following be a Code of Ethics for the public officials of Olmsted County.

### Section 1. Declaration of Policy.

The proper operation of democratic government requires that public officials be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Ethics for all Public Officials of Olmsted County. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the county, and by directing disclosure by such officials of private financial or other interests in matters affecting the county. The provisions and purpose of this Code and such rules and regulations as may be established are hereby declared to be in the best interests of Olmsted County.

### Section 2. Definitions of Terms.

**Public Official:** Any person elected to office, appointed by the County Board, appointed to a County Committee or Commission, or hired by the County to serve as a department head or assistant department head. This list includes the following:

- A. A member of the County Board or other elected official.
- B. The County Administrator, Deputy County Administrators, and Division Administrators.
- C. Department Directors and Associate Department Directors for each County department.
- D. A member of any County Advisory Committee or Commission.

**Anything of Value:** Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan, or promise of future employment. It does not mean reasonable compensation or expenses paid to a public official by the government of Olmsted County for work performed.

**Compensation:** A payment of "anything of value" to an individual in return for that individual's services of any kind.

**Association:** A business entity of any kind, a labor union, a club, or any other group of two or more persons other than the immediate family.

**Immediate Family:** A reporting individual, spouse, minor children, minor stepchildren, or other person residing in the same household.

**Gift:** The payment or receipt of "anything of value" unless consideration of greater or equal value is provided in return.

**County Administrator:** The person that heads up the administration of the government operations of the county.

### Section 3. Ethical Considerations.

Public officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Olmsted County government hinges on the proper discharge of duties in the public interest. Public officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Specific ethical considerations are enumerated below for the guidance of public officials, but these do not necessarily encompass all the possible ethical considerations that might arise.

#### A. Other Offices or Employment.

An elected public official shall not hold another incompatible office as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed public officials shall not hold such incompatible office. Elected and appointed public officials shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self-disqualification from any particular action which might be compromised by such office or employment.

B. Use of Confidential Information.

No public official shall use information gained as a public official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value.

C. Solicitation of or Receipt of Anything of Value.

A public official shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the public official's duties.

D. Holding Investments.

No public official shall hold any investment which might compromise the performance of the public official's duties without disclosure of said investment and self-disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute Section 471.88.

E. Representation of Others.

A public official shall not represent persons or associations in dealings with the county in consideration of anything of value.

F. Financial Interest.

Where a public official or a member of the public official's immediate family has a financial interest in any matter being considered by the public official, such interest, if known to the public official, shall be disclosed by the public official. If the public official has such a financial interest or if household members of a public official have such a financial interest, the public official shall be disqualified from further participation in the matter.

G. County Property.

No public official shall use county-owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally or where such property is provided by specific county policy in the conduct of official county business.

H. Special Consideration.

No public official shall grant any special consideration, treatment, or advantage to any citizen beyond that available to every other member of the public.

I. Authority.

No public official shall exceed his or her authority, or breach the law, or ask others to do so.

J. Giving Anything of Value.

No elected public official shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices Act.

K. Public Funds, etc.

No public official shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities.

L. Expenses.

Public officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made per County policy.

M. Donations.

No public official shall take an official action that will benefit any person or entity because of a donation of anything of value to the County by such person or entity.

N. Official Action.

No public official shall take an official action that will benefit any person or entity where such public official would not have otherwise taken such action but for the public official's family relationship, friendship, or business relationship with such person or entity.

O. Compliance with Law.

Public officials shall comply with all local ordinances and State and Federal Statutes, including, but not limited to, the Minnesota Criminal Code, Fair Campaign Practices Act, and laws governing the functioning of local governments, their elected and appointed officials, and employees.

#### Section 4. Special Considerations.

Situations can arise where a member of a Commission, a Board, or a Committee abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority, and a split vote does not pass or



reject.

When this happens, the County Attorney must be consulted, and the final vote should explain what took place and how it was resolved.

#### Section 5. Disclosure of Financial Interests.

On an annual basis, each public official of the County shall file as a public record, in the office of the County Administrator, a statement containing the following:

1. A list naming all business enterprises known by the public official to be licensed by or to be doing business with the County to which the public official or any member of the public official's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
2. A list of the public officials and members of the public officials' immediate family's interests in real property located in the County or which may be competing with the interests of the County located elsewhere, other than property occupied as a personal residence.

If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

The interest of any member of the immediate family shall be considered to be an interest of a person required to file a statement by or pursuant to this ordinance.

This code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

However, if any of such organization seeking any action or benefit come before a County Commission or the Board, then membership in the

organization shall be a potential conflict of interest and must be reported as such to the County Administrator by the public official in an amended disclosure statement. The other stipulations of this code then apply.

The County Administrator shall inform each person required to file of the time and method for filing. The County Administrator shall inform the Board whenever a person required to file a statement fails to do so.

## Appendix G: Code of Conduct

### **As members, we will:**

- A. Strive to attend all regular and special meetings of the Board, as well as meetings of committees, workgroups, and external agency boards on which we represent the County Board.
- B. Promptly respond to all scheduling and other requests.
- C. Treat colleagues, staff, and other elected officials with respect, fairness, and good faith.
  - a. Be active listeners who carefully consider all opinions and points of view.
  - b. Give all speakers our full and undivided attention during county board meetings. Silence all electronic devices.
  - c. Respect others' opinions without interruptions.
  - d. Manage disagreements with respect and professionalism in our personal comportment, and without personal attacks, insults, or bullying behavior.
  - e. Vote our conscience even when it does not follow the prevailing opinions of others.
  - f. Seek always to maintain cordial personal relationships with other elected officials. Public comments on policy disagreements should focus strictly on the policy in question and in such a way as to not impugn the motives, sincerity, or integrity of any elected official who may think differently or have a different policy position.
- D. Use reference to our position or title only during official meetings or functions.
  - a. When our personal views, attitudes, and convictions are not the same as the position adopted by the Board, we will seek to clearly note that the view is our own and not the view of the Board.
  - b. Accept Board positions and decisions, even when our personal positions are different from the Board position.

- E. Strive for transparency in Board meeting discussions and disclose any potential conflicts of interest that may exist regarding any matter being discussed.
- F. Conduct ourselves in a manner that clearly communicates that we cannot be influenced in the performance or our duties. We will not:
  - a. Use our office for personal gain.
  - b. Give or receive preferential treatment to any person or organization.
  - c. Make County decisions outside of official channels.
  - d. Accept anything of value from a party who seeks a vote, official action, contract, or other direct benefit from a Board decision or county service.
- G. Be mindful that Minnesota Statutes pertaining to open meetings, conflicts of interest, and receipt of gifts from interested parties apply to County Commissioners and county staff.
  - a. Guard against conflicts of interest and its appearance in actions or decisions
- H. Remember that our actions impact the community's trust in the County and Government as a whole. We commit to honesty and integrity, and we will:
- I. Recognize and support the public's right to know the public's business.
  - b. Provide opportunities that involve citizens in the decision-making processes.
  - c. Respond to the public in ways that are complete, clear, and easy to understand and that maintain civility and respect for all opinions.
  - d. Not engage in dialog or debate during public comment or public hearings without the approval of the majority of the Board.
- J. Work in partnership with other governmental agencies, units of government, and organizations to further the interest of the residents of the county.

K. Recognize diversity as a strength and provide an inclusive and welcoming culture at public meetings to foster participation and representation across our varied communities.

L. Adhere to all County Policies, including technology use, data practices, respectful behavior.

a. Respect and protect privileged information (i.e., confidential information, personnel matters, litigation.)

## Appendix H: Disciplinary Actions

### A. Purpose

Disciplinary actions are expressions of formal disapproval by the Board. They are acts of parliamentary process that should be pursued carefully and utilized rarely to address words or actions by a board member that are believed to have brought disgrace, disrepute, or persistent dysfunction to the Olmsted County Board of Commissioners when considered as a unit of government. A member considering a disciplinary action should strive to distinguish and balance First Amendment rights when applicable and focus their disciplinary initiative on improvement rather than punishment.

### B. Types of Disciplinary Actions

Disciplinary actions, in order of increasing levels of severity, may include:

- private, informal verbal delivery of concerns to the member by the Board Chair or Vice Chair (See Board Chair Role under section III, F1k),
- formal warning by the Board to the member, which could be at a closed session of the Board, or
- formal censure vote by the full Board.

A warning is a lesser level of disapproval of the conduct of a member than that of a "censure" but also involves a formal vote by the entire Board. To the greatest extent possible, the severity of disciplinary actions should be commensurate with the severity of the conduct of the member with whom there is concern.

### C. Censure Procedures

1. All Board proceedings related to a censure motion, except for the disclosure of confidential information as permitted by the Open Meetings Law, shall be conducted in an open meeting.
2. The member shall provide written notice of their desire to make a censure motion to all Board members and the Administrator in compliance with the agenda process established in the Operating Rules and Guidelines. The notice shall include the reason(s) for the proposed censure.
3. Any member(s) named in the proposed censure motion may provide a written response to all Board members and the Administrator before the meeting at which the matter is scheduled for consideration. If the Chair elects not to place the motion on the agenda of the next scheduled meeting of the Board, a member may request that the motion be added through an appropriate motion to amend the agenda at the time of the meeting.
4. A censure motion must obtain a second before any discussion by the Board.

5. A censure motion that receives a second must be considered by the Board in open session. However, Board members may not disclose legally defined confidential information or attorney-client matters during any open session debate. Disclosure of confidential information or attorney-client matters must be addressed in closed session.
6. Following debate, the Board may take one of the following actions in open session:
  - a. Approve the motion by a two-thirds majority (five affirmative votes);
  - b. Reject the motion; or
  - c. Table the motion by a simple majority for any reason, including but not limited to the desire of the majority to gather additional information and/or permit the affected member(s) to respond further or to suspend further action on the matter indefinitely.
7. In addition to, or in lieu of, the actions set forth in Paragraph 6, the Board may take either of the following actions:
  - a. Refer the matter to the County Attorney and/or
  - b. Issue the Board member an official warning regarding future conduct.

## Appendix I: Advisory Board Recruitment and Appointment Procedures

1. The Board Chair will appoint 2 Members to serve as the advisory board appointment workgroup during recruitment process.
2. A vacancy notice for all committees/boards for which the County Board makes appointments shall be posted on the County's website two times per year (April October). In addition, a press release will be forward to all area news media and interested members of the public at the same times as website posting. This bi-annual press release is to cover all vacancies anticipated for the coming six months. Subsequent press release(s) may be forwarded to the news media as unexpected vacancies and mid-term resignations occur throughout the year.
3. Such Notices of Citizen Appointment shall indicate that all persons interested in service on these committees/boards shall contact the Olmsted County Administrator's Office to obtain an Application for Citizen Advisory Committee/Board Appointment or register on the County's volunteer website.
4. All submitted applications will be retained on file in the Office of the Administrator. Only those applications received in the previous twelve (6) months will be considered by the County Board unless a previous applicant has notified the County Administrator's Office of their continued interest. An application may be requested from an incumbent in a position who is qualified to serve another term but is not a requirement.
5. The application will require disclosure of any conflicts of interest as well as any household members who currently or previously served as staff or volunteers with Olmsted County.

All applications received by the Office of Administration will be routed to the appropriate department director for review and comment.

6. Applications, along with Department Director comments, will be forwarded to the advisory board appointment workgroup. The workgroup will select candidates from the pool, conduct interviews, and recommend appointments to the full Board.



## Appendix J: Administrator Job Description

		JOB DESCRIPTION
Job Title:	<b><u>COUNTY ADMINISTRATOR</u></b>	
Title Code:	NONCTA	
Supervisor Title:	County Commissioners	
Department:	Administration	
FLSA Status:	Exempt	
EEO Job Category:	Officials and Administrators	
Labor Group:	Non-Contract	
Date Reviewed:	05/08/2023	
<b><u>Minimum Qualifications of Education and Experience:</u></b>		
Master's degree from an accredited college or university in public administration, business administration, political science, or related field and eight (8) years of progressively responsible experience in the public administration field, with four (4) of those years in a supervisory/administrative capacity.		
-OR-		
Bachelor's degree from an accredited college or university in public administration, business administration, or related field and nine (9) years of progressively responsible experience in the public administration field, with four (4) of those years in a supervisory/administrative capacity.		
Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years.		
<b><u>Nature of Work:</u></b>		
Under direction of the County Board, administers and manages the County's operations. Manages a staff of department heads engaged in directing County programs. Coordinates Olmsted County operations, interests, and needs with neighboring governing bodies and the State.		
<b><u>Essential Work Functions (Illustrative Only):</u></b>		
<b><u>% Time</u></b>		
1	Manages department heads and administrative personnel engaged in managing County operations.	25

2	Compiles strategic and operational plans for the County. Solicits input from department heads. Compiles an annual budget and prepares long-term budget forecasting. Manages County capital improvements.	20
3	Implements Board actions and decisions; developing policy, formulating plans and making assignment to department heads. Carries out Board directives and requests. Develops and establishes policies and procedures for County operation.	15
4	Oversees the preparation of agendas and materials for the County Board. Meets with the Board regularly and presents items for Board consideration and action. Recommends policy, decisions and action to Board. Reviews and approves board meeting minutes.	15
5	Authorizes hiring, transfer, suspension, promotion, discharge, assignments, rewards or discipline of employees, direction of the work and adjustment of other employees' grievances on behalf of the employer.	10
6	Meets and works with governmental bodies in Olmsted County, such as cities, townships and school districts. Negotiates shared service contracts, solves problems affecting County-wide operations, etc.	5
7	Meets and works with other Minnesota counties shares County concerns and items of mutual benefit. Discusses larger State issues with other Minnesota counties and the State. Represents Olmsted County citizens, Board and employees to State agencies, legislators, and regulatory bodies.	5
8	Meets and works with private businesses to resolve problems and plan for future needs. Responds to public/citizen inquiry.	5

### **Other Work Functions (Illustrative Only):**

#### **% Time**

1	Performs related work as required.	As Needed
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### **Knowledge, Skills, and Abilities Required:**

- 1 Extensive knowledge of Minnesota government and the principles and practices of public finance, policy analysis, planning, public administration, laws, ordinances, regulations and services and programs of county government and how county functions may operate together to their best effect.
- 2 Knowledge of principles of management analysis and organizational design necessary to analyze, recommend and evaluate programs, administrative policies, and organizational structures.
- 3 Knowledge of inter-governmental relations.
- 4 Thorough knowledge of the justice system and corrections.
- 5 Thorough knowledge of economic and social challenges of the County and of its resources.
- 6 Skill in planning, implementing, and evaluating programs, systems, policies, and procedures that includes collecting and interpreting data, identifying programming

- needs, establishing rationale for recommendations, and effectively communicating that to individuals and groups.
- 7 Skill in analyzing and changing existing processes to reduce time and resource requirements.
  - 8 Skill in negotiation, conflict management, team building and managing team dynamics.
  - 9 Skill in planning, directing and supervising the activities of high level directors, supervisors, and other staff
  - 10 Skill in the use of computers and technology.
  - 11 Excellent verbal and written communication skills in both individual and group settings.
  - 12 Ability to establish an organizational vision and to drive strategic change to meet organizational goals through creativity, innovation, flexibility, and resilience.
  - 13 Ability to make decisions that produce high quality results; anticipate future trends; assess impact of issues and display a county-wide perspective; establish rationale for and project consequences of decisions and/or recommendations.
  - 14 Ability to work independently to find creative and innovative solutions to complex problems where no existing policies or procedures exist.
  - 15 Ability to delegate responsibility and to capitalize upon the strong points of individual staff members.
  - 16 Ability to effectively conduct meetings and lead and participate in cross-functional work groups.
  - 17 Ability to work with others in a consulting capacity.
  - 18 Ability to establish and maintain effective working relationships with others, especially in sensitive relationships with other government representatives, community groups, elected officials and outside agencies.
  - 19 Ability to direct, supervise, mentor and delegate work effectively.
  - 20 Ability to prepare and interpret plans, budgets, technical and administrative reports.
  - 21 Ability to speak, present, and interact in public arenas with composure, professionalism, and discretion.

**Persons with disabilities:** the above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

<b>Function:</b>	<b>24% or Less</b>	<b>25% - 49%</b>	<b>50%- 74%</b>	<b>75% or more</b>
Office Environment				X
Sitting				X
Standing, walking, reaching	X			
Lifting up to 10 pounds	X			
Repetitive hand movements, data entry				X
Talking, hearing			X	
Operate vehicle	X			
Close vision (near acuity)				X
Sedentary (exert up to 10 pounds of force)				X

**ONET Code (occupation-specific descriptors):**

11-1011.00 – Chief Executives

**Disclaimer:**

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Access to Not Public Data:**

A county employee in this position may encounter not public data as defined by Minnesota or federal law in the course of the job duties. Any access to not public data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the not public data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the not public data according to the applicable provisions of Olmsted County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee

## Appendix K: Guidelines for Requested Resolutions and Proclamations (CB resolution dated 02-02-2021)

The Olmsted County Board is a nonpartisan body that does not advocate for positions or policies that do not have a direct, unambiguous and explicit relationship to the County's programs, services, policies, or budgets. This policy provides the County Administration with guidelines in responding to requests for Resolutions. It outlines, in general, the reasons for Board proclamations and resolutions.

Ceremonial Proclamations and Resolutions are documents signed by the Board Chair and issued for:

- Public awareness
- Arts and cultural celebrations
- Special honors

### Resolutions:

1. Resolutions for the County Board to take affirmative action on an item of County business such as:

- Approval of Board minutes, County policies, procedures, and guidelines
- Approval of the annual budget, budget amendments, to establish funds, to make large purchases
- Approval to advertise for bids and proposals, to enter into contracts and agreements
- Approval of interim or ad hoc committees to analyze issues
- Approval of appointments of some employees and appointments to various boards and committees
- Approval of comprehensive plan, rezoning, conditional use permits, findings of facts, and other zoning issues
- Approval of employment policies and union agreements
- Approval of commissioner's salaries, approval of official newspaper, approval of official website, and other annual requirements
- Establishing or dissolution of Joint Powers Agreements
- Enacting a State of Emergency
- Other actions required by State or Federal law or policy

2. Statements to Influence State and Federal Policy.

- Resolutions about State policy that are directly and explicitly related to the County budget, programs and services. For example, issues of importance raised by the Association of Minnesota Counties and the Minnesota Inter-County Association, and funding of local projects and initiatives.
- Resolutions about Federal policy directly and explicitly related to the County budget, programs, and services. For example, issues of importance raised by the National Association of Counties and funding of local projects and initiatives.

### Proclamations and Resolutions will not be issued for:

- Issues in which the County Board is not required by Federal law or policy, State law or policy, or local law or policy to act upon unless identified above. For example:
  - Expressing an opinion on matters of political or ideological controversy
  - Expressing an opinion on issues generally identified and known as supported by one political party and/or opposed by a political party
  - Expressing an opinion or position on topics that have no direct, unambiguous, and explicit relationship to the County's programs, services, policies, or budgets
  - Events or organizations with no explicit and unambiguous relationship to the County's programs, services, policies, or budgets
  - Campaigns or events contrary to County policies

### Administration of the Guidelines:

Requests for County Board action on a resolution or proclamation will be processed by the County Administrator. The County Administrator will apply the guidelines and provide a reply to the requestor. This policy or the administration of this policy does not prevent anyone from being heard. Anyone may be heard by the County Board through contacting a Board Member or appearing before the Board at the Open Forum.

Approved and Adopted by the Olmsted County Board this 2nd day of February 2021.