



1. Items to be placed on a County Board agenda must be submitted electronically via MinuteTraq (aka IQM2 and Accela) by noon on the Thursday preceding the work session or Board meeting where the item is to first be addressed.<sup>1</sup> All attachments should be converted to .PDF when attached and should not appear sideways; any attachments that require signature must also be emailed, in .DOC format, to the Administrative Assistant in the Administration Office.
  
2. Agenda Categories
  - a. Informational Items – Items intended to only provide information to the Board and require no action; this includes Communication items. Informational items can be scheduled during work sessions or regular Board meetings.
  - b. Action Items – These items require a regular Board meeting as the Target Meeting date; ensure the preceding week’s work session date auto-populates in Workflow. Action items must specifically state the requested action, and provide adequate background information.
    - i. Motion – When noting the requested motion, please be specific and use action verbs to clearly identify the action you are seeking from the Board. The statement should contain all the specific information needed, such as legal descriptions, dates, dollar amounts, etc., so the Board can read it as their motion.
    - ii. Permit – all required permit documentation should be included. Note: be careful to not include private or confidential information.
    - iii. Ordinance – contact the Administration Office as soon as possible so that the necessary public hearing can be scheduled and noticed.
    - iv. Resolution – these should follow our county resolution format and be numbered by the Administration Office; please email the resolution in .DOC format.
  
3. Background Information
  - a. Background information should sufficiently explain the action requested, including options, financials, other action taken, consequence of action/non-action, and your recommendation. Information provided should be sufficient so that the Board can make a decision based on the information you submit.
  - b. The information you submit with your agenda item should not include any information that is private or confidential in nature. Please contact the Administration Office regarding any such information.
  - c. Please limit handouts to the Board during the Board meeting and instead try to provide all such documentation electronically with the agenda item.

4. Attachments must accompany the agenda form in the following circumstances:
  - a. For purchase requests, quotes must be submitted, per the County's purchasing policy. In addition, a summary sheet should be provided outlining the purchase costs.
  - b. Anything the Board needs to sign or approve must be attached. All contracts, grants, etc., must follow County policy.
5. All agenda items shall be reviewed by the Administration Office prior to placement on the agenda:
  - a. Changes will be made as needed for clarity, understanding, provision of additional information, etc.
  - b. Placement on agenda may change as needed.
  - c. The Board Chairperson and County Administrator reserve the right to not place items on the agenda.
6. Add-on agenda items will only be accepted if the item has a deadline, or in the event of County Administrator or Board Chair approval.
7. Finalizing of Agenda
  - a. Complete agendas will be emailed to everyone on the mailing list within MinuteTraq.<sup>ii</sup>
  - b. The complete finalized agenda shall be posted on the County's website by noon on the Friday preceding the meeting.

## **Rules of Business**

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### **Presiding Officer. Roll Call**

The Chair, or the Vice Chair in the Chair's absence, shall take the chair at the time appointed for the meeting and call the meeting to order.

### **Quorum**

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

### **Minutes**

The County Administrator shall prepare written copies of the minutes, which shall be submitted to the Board for formal approval. The minutes shall be available on the Renville County Website for examination by members of the public. The approved minutes will be the official record of County Board meetings.

### **Order of Business**

The Chair shall be responsible for preserving order and decorum. Upon the presence of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the agenda as prepared by the County Administrator.

### **Recognition by Chair**

Every County Board member or member of the public shall respectfully address the Chair by the appellation of "Chair" followed by the Chair's surname, and shall not speak further until recognized by the Chair. Once a member of the audience has been recognized by the Chair as requesting to address the County Board, the Chair shall require the individual to identify themselves by stating their name.

### **Designation by Chair**

When two or more members request to speak, the Chair shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

### **Voting, Excuse, Failure**

When a question is put by the Chair, every member present shall vote; unless the County Board, for special reasons, shall excuse a member prior to the calling of the roll, or a legal conflict of interest prohibits a member from voting. The Chair will conduct a roll call vote at the request of any member of the Board.

### **Calling Vote**

The ayes and nays shall be called upon the passage of ordinances and resolutions. Unless a member requests, or is designated by Statute, other items will be by voice vote. When a vote is called for and a County Board member is silent, the County Board member will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

### **Public Hearing Procedure**

Prior to any public hearing, the Chair or presiding officer shall establish the following rules as part of their introduction to the hearing:

1. The presenter of the issue/item/proposal will present the entire issue/item/proposal and any proposed amendments prior to taking any testimony by the citizens or the County Board.
2. The County Board shall have the opportunity to discuss the issue/item/proposal and ask any questions they may have of the presenter immediately after the presentation of the issue/item/proposal.
3. The County Board will discuss the issue/item/proposal and select the appropriate action for the issue/item/proposal.

### **Ordinances Procedure**

Every proposed ordinance shall be considered at one or more regular sessions of the County Board. Amendments may be offered when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass, and action thereupon shall be postponed to the next regular session.

### **Absent Member**

Board members who will be absent for a meeting are requested to notify the County Administrator of their expected absence as soon as is practicable.

### **Robert's Rules of Order**

The rules of parliamentary practice, embraced in Robert's Rules of Order, shall govern the County Board in all cases in which they are applicable, and in which they are consistent with the Standing Rules of the County Board.

### **Conduct**

Any Board meeting attendee may be asked to cease their comments, sit down, or leave the premises for not following respectful meeting decorum. The Chair shall be responsible for enforcing respectful behavior of all attendees. Any member of the County Board or the County Administrator can ask for the enforcement of these provisions, or recess in the meeting, when it becomes apparent that respectful meeting decorum is not being followed. Some general provisions of respectful meeting decorum include, but are not limited to:

1. Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.
2. Conduct which violates the common decency or morality of individuals.
3. Commission of a felony or gross misdemeanor.
4. Violating safety rules and regulations.
5. Making derogatory or false accusations so as to discredit other individuals.
6. The use of profanity or abusive language towards any individual.
7. Harassment or discrimination.
8. Speaking without being recognized by the Chair.

### **Notice of Agenda.**

Regular County Board meeting agendas shall be posted on the County's website, [renvillecountymn.com](http://renvillecountymn.com) by noon on Friday preceding the meeting to provide the public with timely and accurate notice.

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<sup>i</sup> External parties may contact the Administration Office at 320-523-3710 to request that items be placed on an agenda.  
<sup>ii</sup> Anyone desiring email notification of Board meeting agendas should contact the Administration Office at 320-523-3710 to sign up.

Screenshot of MinuteTraq:

**Action Item**

Board of Commissioners

**Short Name:**

**Status:**  
**Draft** ▼

**Department:**  ▼     **Initiator:**  ▼     **Target Meeting:**  ▼

**Sponsors (Optional):**  ▼     **Category:**  ▼

**Workflow**  Edit View Add Work

Stage	Reviewer	Description	Due Date	Status
1	Kelly O'Neill	Department Manager Review		Pending
2	<b>Lisa Herges</b>	County Administrator Review		Pending
3	Board of Commissioners	Work Session	02/06/18 08:30 AM	Pending
4	Board of Commissioners	Board Meeting	02/13/18 08:30 AM	Pending

**Action Item Body**

**Formal Title / Summary:**  

The title entered here will display on the individual agenda document.

**Discussion:**  

This is where all background information should be entered. E.g., "Policy 123 was distributed to staff for review on 1/1/18. A summary of the comments received are attached. Staff recommends approving the revised policy version as attached."

**Formal Body:**  

This is where the requested action is noted. E.g., "Approve revisions to the County Policy 123 as attached, effective 1/1/2019."