



## *Future Leaders of Scott County Day 2019*

### **THINGS TO KNOW FOR THE STUDENT BOARD MEETING**

#### **AGENDA**

The order of business for a County Board meeting which is prepared and distributed the week before the meeting.

#### **AGENDA ITEM**

A report prepared by staff to assist the County Board in making a decision. Agenda items are also known as "RBA's" (Request for Board Action).

#### **AUDIENCE**

If a member of the audience wishes to speak to the Board, he/she can approach the podium, then wait to be called on by the Chair. Then they say "Mr. or Madame Chair, Commissioners – my name is (give name, city and school)" and proceed to make their comment. If a citizen or member of the public has an issue to be discussed, it is usually referred to a Board Committee or staff for review and recommendations.

#### **CHAIR**

A County Board meeting is run by one of the commissioners who has been elected to be the Chair. (In his/her absence the Vice-Chair runs the meeting). A commissioner should be called on by the Chair before speaking. To be recognized, a commissioner can raise his/her hand or quietly say, "Mr. Chair" or "Madame Chair" (whichever is appropriate).

#### **COUNTY ADMINISTRATOR**

The County Administrator sits up front with the Commissioners at a County Board meeting. He or she reviews all the agenda items before they are sent to the Commissioners, and makes recommendations to the County Board. Most often the Commissioners agree with the Administrator's recommendations, but sometimes they disagree and change the suggested action. During a Board meeting, the Administrator answers questions the Commissioners might have on an issue.

#### **COUNTY ATTORNEY/ASSISTANT COUNTY ATTORNEY**

At the County Board meeting, the County Attorney and sometimes an Assistant County Attorney sit up front with the County Board. If Commissioners have any legal questions about what they are voting on, the Attorney will advise them. If the question requires more research, the Attorney may tell the Commissioners to table an issue. The County Board will usually refer the issue to the County Attorney for more detailed information to be presented at a future meeting. Issues at a Board meeting that require an Attorney's interpretation are related to civil, not criminal, law.

#### **COUNTY COMMISSIONERS**

A County Commissioner is elected to set policy and make decisions. He or she studies issues, talks to constituents, and explains his or her reasons for supporting or opposing an issue. Sometimes a Commissioner thinks of good or bad points that no one else has considered. During a Board meeting, a Commissioner may try to persuade other Commissioners to vote the same way. It takes three "ayes" (yes) votes to pass a resolution or action.

**CONSTITUENT**

The people who live in a commissioner district. They have elected the commissioner to represent them on the County Board. Commissioners must listen to what their constituents think and consider those opinions when they vote. Sometimes, of course, not everyone in the district agrees; then the commissioner must decide on what is the right thing to do for the County as a whole.

**DEPUTY CLERK TO THE BOARD**

The Recording Secretary takes the notes to be prepared into minutes of the Board meetings and records the vote when Commissioners decide on an action. S/he keeps track of motions and amendments, and summarizes the discussion. If there is a question about what a motion says, what was discussed and/or decided, the Deputy Clerk to the Board reads back the notes before the vote is taken.

**MOTION**

Action in a County Board meeting requires a motion, a second, and a vote. The proper form for a motion is to say "I move to (specify the action desired)." The Chair asks for a second to the motion and calls for the vote: in favor say "aye", Commissioners who agree respond; opposed-nay, and Commissioners who disagree respond. The Chair summarizes the vote by stating, "motion carries" if vote is unanimous, or states whether the action passed or failed and gives the count, (example, motion carries on a 3-2 vote).

**OFFICIAL BOARD MINUTES**

Formal record of what happens at a Board meeting. Copies of all minutes of County Board meetings, including the resolutions, are prepared and placed in Official Minute Books, and become a permanent record of County Board actions. The County has Commissioner Records dating back to the 1800's.

**PARLIAMENTARY PROCEDURE**

Set of rules used to run a formal meeting (County Board adopts operating rules each year), so that the meeting is orderly. The rules include how motions are made, different kinds of motions, etc. The most common source for those rules is "Robert's Rules of Order."