

**RULE I
MEETINGS, ELECTION AND DUTIES OF CHAIR;
ORDER OF BUSINESS**

The Douglas County Board of Commissioners shall adhere to *Nebraska Statutes* which govern meeting sessions, joint sessions §23-153, *special sessions* §23-154 and notice and to the open meeting provisions dictated in *Nebraska Statutes* §§84-1407-1414.

The Douglas County Board of Commissioners (hereinafter referred to as the Board) at its regular meeting in January of each year shall elect a Chairperson of the Board (hereinafter referred to as Chair) and a Vice Chairperson (hereinafter referred to as Vice Chair) to serve for the ensuing year, and such Chair shall sign all warrants on the Treasurer for money to be paid out of the county treasury (Neb. Rev. Stat. 23-156). The Clerk shall countersign all warrants issued by the Chair (Neb. Rev. Stat. 23-1303). The Chair shall also schedule the board meeting dates for the year.

If a quorum (4 Commissioners) is present, the Chair shall call the members to order and call for the Pledge of Allegiance. After the Pledge of Allegiance, the Clerk shall call the roll and the Board shall proceed with the business as contained in the Agenda.

**RULE II
RULES OF ORDER**

- A. This Board appoints the Sheriff and Deputy Sheriff(s) to act as Sergeant-At-Arms, as necessary. Sergeants maintain order and control the admittance of people to the Legislative Chamber.
- B. Commissioners shall turn off cell phone sound during Board meetings.
- C. The meetings of the Douglas County Board of Commissioners are governed in accordance with the recognized principles of parliamentary law subject to Nebraska Statutes and any rules adopted by the Board of Commissioners.

**RULE III
DUTIES OF THE CHAIR**

- A. The Chair of the Board shall preside at Board meetings, shall perform all duties imposed by the statutes, and shall perform such other duties as may be prescribed by law or by the action of the Board.
- B. The Chair shall also appoint or provide for the election of all committees of the Board and shall be ex-officio member of all such committees.
- C. The Chair shall also appoint one or more Board members to sit on each of the following Boards or Committees.

- 911 Users Committee (one member, one alternate)
- Audit Committee
- CDBG Reuse Rev. Loan Grant Committee
- County Government Awareness Committee
- Court Referral Program
- Criminal Justice Management Council
- Eastern Nebraska Human Services Agency (ENHSA) (one member and one alternate)
- Emergency Management Committee
- Fleet Management Committee
- Law Library
- Omaha Metropolitan Area Planning Agency (MAPA) (one member, one alternate)
- Pension Committee
- Wellness Committee
- Re-Entry Initiatives Council
- Chair of the Board may create a committee as necessary

RULE IV OTHER BOARDS

- A. The County Board shall, by election, elect one of its members to the following Boards:
- Board of Health (three year term)(Neb. Rev. Stat. 71-1630)
 - NACo Board of Directors (two year term)(can serve up to three terms)
 - Aksarben Future Trust (two year term)
- B. The County Board shall, by election, elect two of its members to the Public Building Commission (four year term)(Neb. Rev. Stat. 13-1303).
- C. The County Board shall, by election, elect one duly elected county official to the Sheriff's Merit Commission. (three year term) (Neb. Rev. Stat. 23-1723).
- D. The County Board shall, by election, elect a representative to the Land Reutilization Commission (no term specified) (77-3203).
- E. The County Board shall, by election, elect a representative to the Back to the River Board and Lower Platte River Corridor Alliance.

**** The County Board as a whole sits as the Board of Equalization, Noxious Weed Board, Board of Corrections and Board of Health Center Trustees.

RULE V DUTIES OF THE VICE CHAIR

In the absence of the Chair, the Vice Chair shall preside at the Board meeting and any other meeting that would be the Chair's responsibility, shall perform the duties of the Chair and shall perform such other duties as may be assigned by the Board. In the event that the Chair and Vice Chair are both absent, then the next most senior Commissioner based upon consecutive years of service as a Commissioner, shall stand in for the Vice Chair and perform all duties as provided herein.

RULE VI VOTING

- A. After a motion and a second is made, the Chair shall announce which Commissioner made the motion and which Commissioner made the second before asking for the vote.
- B. A Commissioner shall be present to vote. Voting shall be by electronic means. In case electronic means are not available, the Clerk shall conduct a roll call vote.
 - 1. When using electronic voting, if a Commissioner mis-votes (accidentally inputs an unintended response), that Commissioner may correct his/her vote by:
 - a. immediately notifying the County Clerk on the record of the mis-vote and asking the County Clerk to correct the mis-vote. A Commissioner may only correct a mis-vote by immediate notification if the notification occurs before the next agenda item is called up for consideration or the Board recesses or adjourns (if it was the last agenda item);
 - b. having a Commissioner on the prevailing side make a motion to reconsider (if made during the same meeting); or
 - c. making a motion to rescind (if made during a subsequent meeting).
- C. The Clerk shall announce the results of the roll call votes as the resolution/motion passes or fails and that the roll call feature be displayed.
- D. If a Commissioner elects to abstain on any item they shall state their reason for abstaining. A Commissioner who abstains, but is not legally required to abstain (actual conflict of interest), shall count towards the quorum requirement.
- E. Unless otherwise required by Nebraska statute, a resolution/motion shall pass by a majority vote of those present and voting and to pass, it must have at least a majority of quorum, which is 3 votes. An abstention will not count as a vote cast.

**RULE VII
ORDER OF BUSINESS**

- A. The regular Board Agenda shall be made final:
1. By 3:00 P.M. on Wednesday before the scheduled Board Meeting.
 2. Items are approved and added to the agenda at the discretion of the Chair in accordance with the Open Meetings Laws. Denied agenda items may be added with the approval of four commissioners.
 3. The Board shall vote on the approval of claims submitted for payment.
 - a. Prior to the Board's vote, claims for payment shall be submitted to the Clerk's office. Any claim that needs to be paid by the next scheduled Board meeting shall be submitted to the Clerk's office by no later than 10:00 a.m. on the Thursday prior to that meeting.
 - b. The Clerk's office shall submit claims for payment to be placed on the agenda. The Clerk's office shall provide a list of the claims being submitted for payment on the Friday prior to the scheduled Board meeting.
 - c. The deadlines mentioned in Rule VII.A.3.a. and Rule VII.A.3.b. may be changed certain weeks due to holidays, inclement weather or other unforeseen circumstances.
 4. Agenda items that have associated costs shall list on the agenda the total cost and whether or not those monies are included in the budget.
- B. The Board may only take action on items that are placed on the agenda pursuant to statute. Items can only be placed on the agenda by members of the Board of Commissioners (items placed on the agenda by County Administration staff, Department Heads and elected County Officials are considered sponsored by the Chair of the Board). The Board may, however, take action on items of an emergency nature at the Board meeting if the Board first votes, by a majority of those Commissioners present, to suspend the rules to add the emergency item to the agenda.
- C. Agenda: The Board Chair shall have the authority to set the order of the agenda. Generally, the order of business at regular meetings of the Board will be: (Agenda items may be moved at any time at the discretion of the Chair of the Board of County Commissioners.)
- Pledge of Allegiance
 - Board of Equalization
 - Board of Corrections
 - Noxious Weed Board
 - Regular Board Meeting
 - Roll Call
 - Minutes & Claims
 - Consent Agenda
 - Recognition/Proclamations

- Citizens Comments
- Presentations (items from the public)
- Public Hearings
- Committee Discussion/Action
- Finance
 - Administrative Services
 - Child & Youth Services
 - Community Services
 - Criminal Justice
 - Health & Human Services
 - Human Resources
- Executive Session
- Adjourn

**RULE VIII
RULES OF DEBATE**

- A. On items requiring discussion/action, the process for debate is as follows:
1. The introducer of the item may speak up to five minutes when he or she first presents the item to the Board of Commissioners.
 2. The Board will hear from proponents and then opponents (citizens are encouraged not to repeat previous comment/testimony). No additional comment/testimony will be permitted unless a Board member requests additional information.
 3. The introduced item shall be motioned and seconded to proceed to debate.
 4. Each Commissioner shall be allowed to speak on introduced item up to two times for no more than five minutes.
 5. The introducer of the item shall be permitted five minutes to close debate.

**RULE IX
AUTHORIZED COMMITTEES**

A. The Chair shall appoint the following committees, whose membership may consist of 2-3 Commissioners.

1. Finance Committee
Audit
Budget
2. Administrative Services Committee
Architects & Engineers
Geographical Information Systems
Records Imaging
Purchasing Committee
Public Properties
3. Child & Youth Services Committee
Youth Center
Focus on Services/Programs for services relating to: Health,
Safety, Prevention, Intervention
Juvenile Court
Juvenile Assessment Center
4. Community Services Committee
Environmental Services
Extension
Fair
Visitors Promotion Council
5. Criminal Justice Committee
Corrections
Courts
Emergency Management
911 Communications
6. Health & Human Services Committee
General Assistance
Veterans
7. Human Resources Committee
Benefits
Civil Service
Insurance
IT Technology
Labor Relations
Legislative

**RULE X
FUNCTIONS OF COMMITTEES**

- A. Committee Chairs, as appointed by the Board Chair, shall be responsible for calling committee meetings, setting the agenda, presiding over committee meetings and keeping a recording of all committee meetings. The recordings shall be kept in the office of the County Clerk.
- B. The primary function of the committee shall be to study, analyze, advise and assist Board in policy development.
- C. Each committee shall meet as deemed necessary by the committee members.
- D. Each committee Chair shall be responsible for providing to the Board a schedule for committee meetings.
- E. Each committee may bring items of interest to the Board at any time for the Board discussion and action.
- F. All matters regarding committee jurisdiction shall be resolved by the Chair and Vice Chair. Committee meeting notice shall not be published until all jurisdictional matters are resolved.

**RULE XI
MINUTES OF THE BOARD**

Records of all transactions of the Board shall be set forth in full in the official minutes of the Board. The Clerk shall act as custodian of the minutes and shall make them available to any citizen desiring to examine them. The Clerk may make the minutes available online.

**RULE XII
DUPLICATION OF MINUTES**

Duplicate copies of the minutes shall be prepared and distributed prior to the next scheduled Board meeting by the Clerk after each meeting and shall be available to the members of the Board and to county officials or others who may request them. Lengthy items, such as salary lists or copies of other reports included in the minutes, may be excluded except by title reference but shall remain available for inspection, and remain a part of the official record.

Minutes shall be available no later than four (4) days in advance of the scheduled Board meeting for which action is to be taken.

**RULE XIII
APPEARANCES BEFORE THE BOARD**

- A. Members of the public requiring special accommodation(s), such as translators or hearing interpreters, shall if possible, notify the office of the Board by noon the Friday before the scheduled Board Meeting so that appropriate arrangements can be made.
- B. Citizen's remarks during any "Citizen Comments" periods, debate of board actions and during any Public Hearing may not exceed five (5) minutes. Citizen's remarks may be extended or shortened with consent of the Chair of the Board of County Commissioners.

**RULE XIV
NOTIFICATION OF VACANCIES TO BOARDS AND/OR COMMITTEES**

- A. Notification of vacancies on Boards and Committees which are appointed by the County Board shall be given by written memo to all Commissioners at least ninety (90) days before the vacancy occurs. Such notification shall be given by the secretary to the County Board of Commissioners.

DOUGLAS COUNTY
BOARD AND COMMISSION APPOINTMENT POLICY

PURPOSE:

To create a more formalized appointment process and policy to increase the information available to the public regarding available vacancies to advisory boards and commissions and to increase the information available to the Board of Commissioners regarding applicants to vacant positions on advisory boards and commissions.

POLICY:

- I. **Vacancy Notice to the Board of Commissioners:**
 - a. The secretary to the County Board shall notify Commissioners of an impending vacancy to an advisory board or commission to which the Commissioners have the duty to appoint no less than 90 days prior to the expiration of said term when possible.
 - b. In the event that an advisory board or commission position becomes vacant prior to the official expiration of the term, the secretary to the County Board shall notify Commissioners immediately upon being officially notified of said vacancy. Appointment to said position shall not occur for a minimum of 30 days after the official notification.
 - c. A vacancy shall be defined as an open position on an advisory board or commission including a newly created position, a position that has been voluntarily relinquished by the former holder of said position and a position in which the current holder of said position requests to continue in said position.

Vacancy Notice to the Public:

- d. The secretary to the County Board shall notify the general public of an impending vacancy to an advisory board or commission no less than 90 days prior to the expiration of said term by posting the vacancy on the Douglas County website.
- e. In the event that an advisory board or commission position becomes vacant prior to the official expiration of the term, the secretary to the County Board shall notify the general public immediately upon being officially notified of said vacancy by posting on the Douglas County website. Appointment to said position shall not occur for a minimum of 30 days after the official notification.
- f. A webpage entitled "*Appointments to County Advisory Boards and Commissions*" shall be maintained on the Douglas County website with the following information:
 - 1. list of appointed boards and commissions
 - 2. length of term for each board or commission
 - 3. number of appointees for each board or commission
 - 4. application policy
 - 5. appointment application
 - 6. public notice of vacancies on boards and commissions

II. Application Process:

- a. All interested parties shall complete an application provided by Douglas County for consideration to an advisory board or commission appointment.
- b. As part of the application, all applicants shall be required to provide information regarding his/her membership or service to any other boards or commissions.
- c. All applications shall be submitted to the Board of Commissioners no less than 30 days prior to the expiration of the term of said position.
- d. Applicants may be required to appear in person and/or submit to a personal interview at the request of the County Board.
- e. Upon appointment to any advisory board or commission, each member shall be required to sign a statement of disclosure.

III. Selection Process:

- a. All applications received prior to the application closing date shall be made available to the County Board for consideration.
- b. The secretary to the County Board shall place the appointment on the County Board agenda for the meeting date which coincides with the expiration of said term or immediately follows the expiration of said term.
- c. In the event that an advisory board or commission position becomes vacant prior to the official expiration of the term, the County Board shall set the date certain for Board consideration.
- d. All applications properly submitted to the County Board shall be considered by the full Board as one single agenda item which lists the names of all applicants alphabetically.
- e. A single ballot will be provided to the County Board with the names of those seeking appointment to fill one or more vacancies.
- f. The candidate(s) receiving the highest number of votes will fill the vacancy.

DOUGLAS COUNTY ADVISORY BOARDS AND COMMISSIONS APPOINTMENT APPLICATION

To better assist the Douglas County Board of Commissioners in appointing volunteers to County advisory boards and commissions, we ask that you submit this application. Your name will be kept on file in County Board office and will be submitted to the County Board of Commissioners no less than 30 days prior to the next available vacancy to the advisory board or commission to which you are applying. Please complete and return to:

Douglas County Board of Commissioners
1819 Farnam Street, Suite LC2
Omaha, NE 68183
(fax) 444-6559

Resumes may be included with your application. You may also update your form at any time or ask to be removed from consideration. For additional information please call 444-7025.

PERSONAL INFORMATION

In consideration for appointment to the _____

I submit the following information:

Name

Home Address

Telephone Number

Business Name

Job Title

Business Address

Telephone Number

Email Address

Home or Business
Correspondence Direction (circle)

Do you currently conduct business with taxpayers who may be appearing before the advisory board or commission to which you are applying? Yes ___ No ___ Previously? Yes ___ No ___

To assist in the selection of appointees, you are asked to voluntarily provide the information below which is necessary for statistical reporting purposes. Under State and Federal Law, this information may not be used to discriminate against you.

Sex: Male ___ Female ___ Race: _____

EDUCATION

High School	Location	Dates	Major/Degree
College	Location	Dates	Major/Degree
Other	Location	Dates	Major/Degree

EMPLOYMENT

Past Employer	Location	Dates	Job Title
Past Employer	Location	Dates	Job Title
Past Employer	Location	Dates	Job Title

PRESENT OR PREVIOUS COMMUNITY/VOLUNTEER/PROFESSIONAL BOARD POSITIONS AND/OR ACTIVITIES

I am qualified to serve on the above named advisory board or commission and my appointment to said board or commission will not conflict with my professional or personal interests.

_____ Name (Print or Type)	_____ Signature	_____ Date
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