

Jackson County Board of Commissioners
Operating Rules & Guidelines

Adopted on January 17, 2023



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I. Overview

A. Purpose

The Jackson County Board of Commissioners is the body charged by law with developing policies which guide the affairs of Jackson County. The County Board operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and politics of the County within the confines of state and federal law.

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 370, 373 and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

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

B. Statement of Principles

The Operating Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work.

Jackson County's organizational principles include the following:

1. *Governing Jackson County.* Elected officials work in tandem with a strong, professionally managed work force to accomplish the goals and objectives of Jackson County.
2. *Commitment to our Customers.* Jackson County government will provide fiscally prudent, risk sensitive, cost-effective solutions, with the objective being to serve those who use our services to the best of our ability.
3. *Commitment to Staff.* Jackson County government is committed to providing a positive and healthy work environment. We

are committed to preparing and educating our workers to provide quality services.

4. *Expectations of Each Other.* We expect honesty, integrity, and a commitment to the values of our organization without regard for position or title.
5. *Leading County Government.* Our goal is to create an organizational culture which fosters creativity, responsibility and a willingness to take reasonable risks with an acceptance of responsibility, accountability and authority.
6. *Open Government.* The County Board and Jackson County will be recognized as an organization with a high standard of excellence. We will accomplish this through engaging the citizens and local government agencies by being as transparent as the law allows.

C. Effective Date

These rules & guidelines shall become effective upon passage by the County Board.

II. Amendments to the Operating Rules

Any member of the County Board may initiate action to amend the Operating Rules. Amendments to the Operating Rules may also be initiated by the County Administrator.

At any time throughout the year, the County Board may amend (or suspend) the Operating Rules by an affirmative vote of the members. Changes shall be effective immediately upon passage.

The statute references included in the text are current as of the adoption of the Operating Rules. Any changes in statute or law affecting the rules are effective immediately and will be reflected in the next adopted update of the rules.

III. County Board Organization

A. Membership

The Board of Commissioners consists of five (5) members elected from single-member districts

apportioned on the basis of population as provided by law.

B. Commissioner Districts

The boundaries of commissioner districts, including the procedures to follow in the event that a redistricting is needed, are established pursuant to Minnesota Statute §375.025.

C. Terms of Office

The terms of each Board member is four years, except as otherwise established pursuant to Minnesota Statute §375.03, redistricting statutes or vacancy statutes.

D. Vacancy

A vacancy in the office of County Commissioner is filled pursuant to Minnesota Statute §375.101.

E. Officers

The County Board, at its statutory meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice Chair. The Chair presides at the County Board meetings, decides on questions of order, subject to vote of the County Board, and signs all documents requiring signature on the Board's behalf. The Chair's signature, attested by the County Administrator (appointed Clerk of the Board), is binding as the signature of the County Board.

The County Board elects from its membership a Vice Chair at the same time and place and in the same manner as provided for the election of the Chair. The Vice Chair performs the duties of the Chair when the Chair is unable to perform those duties.

If the Chair and Vice Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority of it and attested to by the County Administrator (Minnesota Statute §375.13).

F. Compensation

County Board members receive as compensation for services an annual salary as set by resolution of the County Board. The salary must be established prior to the end of the preceding year, and is effective January 1 of the new year. The resolution shall contain a statement of the new salary as defined on an annual basis and must be published in the official County newspaper and one other newspaper of the County (Minnesota Statute §375.055).

County Board members shall also receive a per diem for attendance at assigned committee meetings. The per diem rate must be established prior to the end of the preceding year, and is effective January 1 of the new year. A copy of the per diem eligible commissioner duties shall be established annually by the Board at its organizational meeting and kept on file in the County Administrator's office. Per diems shall not be paid for regular scheduled Board meetings.

Each County Board member shall have the option to reject any salary or per diem payment or increase by making a written request to the County Administrator.

G. County Board Budget

The County Board is allocated an annual budget which includes salary, per diem, benefits, conferences, meetings and related expenses. This budget is approved annually as part of the overall County budget.

H. Roles and Responsibilities

The roles and responsibilities of County Board members are outlined in Appendix A.

IV. County Board Meetings

A. General Policies

The following general policies apply to all meetings of the County Board:

1. Cell phones shall be put on silent (not vibrate or ring)

2. Business casual attire or better shall be required for all staff and Board members

B. Regular Meetings

At the annual organizational meeting, the County Board shall adopt a schedule of regular board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by vote of the County Board.

Unless otherwise stated, all regular meetings of the County Board will be convened in the Board of Commissioners' Room in the Jackson County Courthouse, Jackson, Minnesota. All regular meetings of the County Board are open to the public.

Members of the public who are interested in following issues considered by the County Board may register their name, address and email address (if applicable) with the County Administrator's office to be placed on the agenda or meeting packet distribution list.

C. Statutory Meeting

The County Board meets in the Board of Commissioners' Room in the Jackson County Courthouse for the transaction of business on the first Tuesday after the first Monday in January. The County Board transacts organizational business during this meeting, including:

1. Administration of the Oath of Office (if needed)
2. Election of Officers
3. Annual Regular Meeting Schedule
4. Appointment to Board and Committee Positions
5. Appointment of Citizens to Serve on Advisory Committees
6. Transportation Project Bids
7. Legal Newspaper
8. Any Other Business as Necessary

D. Open Meeting Law

All meetings of the Jackson County Board and Board Committees are subject to the Open Meeting Law (Minnesota Statute Chapter §13D).

A meeting governed by Minnesota Statutes may be conducted by interactive television as long as the conditions of Minnesota Statute §13D.02 are followed.

E. Closed Meetings

The County Board may hold closed meetings as authorized by Minnesota Statute §13D.03 and 13D.05. Business which may be considered in closed session is in accordance with the attorney/client privilege, to consider strategy for labor negotiations, to review the performance of the County Administrator, or as otherwise required or permitted by the Minnesota Open Meeting Law.

F. Special/Emergency/Reconvened Meetings

Procedures to schedule any special or emergency meetings shall be in accordance with Minnesota Statute 13D.04.

Emergency meetings may be called and a good faith effort to provide notice of the meeting shall be made by telephone or email.

Special meetings shall be preceded by three days' notice, including a posting of the meeting notice and emailed notice to persons who have requested such notice.

Adjourned or reconvened meetings may be held at any specific time, date and place the Board may adopt without additional notice. However, the time, date and place must be publicly specified by the Board prior to adjourning the meeting.

G. Work Sessions, Department Meetings & Strategic Planning Sessions

The Board will hold work sessions as needed. The purpose of these work sessions is to provide information to and building consensus among the County Board regarding business of the County. No official action of the Board can occur at these work sessions.

The County Board meets with individual Department Heads on a rotating basis prior to regularly scheduled Board meetings. The purpose of these meetings is to provide the Board

with an update of the programs and services being provided in each department. No official action can occur at these meetings.

Strategic planning sessions may be scheduled by the Board from time-to-time. The purpose of the sessions is to develop a consensus of the Board on matters related to the County's mission, vision, core values and strategic plan. No official action of the Board can occur at these sessions.

Work sessions, department meetings, strategic planning sessions and other informal meetings of the Board not regularly held, shall be subject to the same notice requirements of the Open Meeting Law. Public comment is not taken at these sessions and meetings.

H. Public Hearings

From time to time, the County Board conducts formal public hearings. 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. The order of business for public hearings generally follows this procedure:

1. Presiding officer opens the hearing and states the purpose.
2. Brief description of issue by County staff or other appropriate persons.
3. Presentation, if applicable, by affected or interested persons.
4. Open comments by members of the general public.
5. Reading of written comments submitted.
6. Public hearing closed by motion.
7. Discussion by the County Board.
8. Decision of the County Board.

At any time during the process, the County Board may address any questions as deemed appropriate.

The County Board Chair 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 three to five minutes for speakers individually or on each side of the issue

before the Board. Additional time to speak can be approved by consensus of 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.

Individuals making comments shall first give their first and last name. This is required for an official record of the public hearing.

I. Audience Participation at Board Meetings

It is the intention of these rules to support the interest of the general public in following Board business during their meetings.

In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact staff or individual County Board members to try to resolve matters before coming formally to the County Board meeting to speak.

To the extent possible, interested citizens shall notify the County Administrator or designee the Wednesday before a scheduled meeting of their intent to speak at a meeting and the issue to be discussed. The Administrator will notify the Chair and will schedule time to speak under Public Appearances on the agenda. Citizens that attend a meeting wishing to speak without prior notice to the County Administrator will only be allowed to provide comments if time permits on the agenda as determined by the Board Chair.

All audience participation shall occur under the Public Appearances portion of the agenda. Comments and presentations shall be limited to three to five minutes as determined by the Board Chair. The Board Chair may allow additional audience participation under other individual agenda items if he/she determines it is necessary to help facilitate the Board's discussion on the item and to arrive at a decision.

Questions directed to the Board during Public Appearances will not be answered immediately. Items that arise from issues brought up during Public Appearances that a majority of the Board

wishes to address will be discussed at a future Board work session or Board meeting.

J. Quorum

A quorum is necessary for the transaction of business. A majority of the members of the Board constitutes a quorum and no business shall be transacted unless approved by a majority (three votes) of the whole County Board (Minnesota Statute §375.07). Less than a majority of members may convene a meeting, but no business may be transacted.

Each member participating in the meeting by interactive television shall be considered present at the meeting for purposes of determining a quorum.

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the County Administrator to indicate his or her planned absence.

K. Role of Presiding Officer

The presiding officer of the meeting is the Chair. In the absence of the Chair, the presiding officer will be the Vice Chair. 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 questions raised by members subject to appeal to the Board.
3. To vote all questions regularly moved and to announce the result.
4. Ask for approval of the agenda.
5. Determine the amount of time given for individual audience participation.
6. Serve as representative of the Board in execution of contracts, orders, resolution, determinations and minutes of the Board.

The Chair of the Board may make a motion and has the same voting rights and responsibilities as other members.

L. Addressing the Chair

Formal protocol is used when speaking to the County Board. The County Board Chair is

addressed as “Mr./Madam Chair.” Members of the County Board are addressed as “Commissioner (last name).”

Any member of the County Board, staff or members of the public may speak on any matter before the County Board when recognized by the Chair and within established procedures as outlined in the rules.

M. County Administrator

The County Administrator or designee shall 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. A member of the Board may call on the County Administrator to participate in the discussion or provide a verbal recommendation on any subject pending before the Board.

The County Administrator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The County Administrator or designee also:

1. Records the vote of each member on any question submitted to the Board;
2. Preserves and files all business acted upon by the Board;
3. Performs such further duties as designated by the Board; and
4. Leads collaborative efforts across County departments, county agencies and across county lines.

V. Conduct of Debate

A. Principles

The rules of Parliamentary Practice embodied in Robert’s Rules of Order shall govern the Board in all cases applicable, except as modified by the rules herein and applicable Minnesota Statutes.

B. Parliamentarian

The Rules of Order governing County Board meetings shall be referred to the County Board

Chair for interpretation and enforcement. The County Board Chair may consult with Board members and/or the County Administrator in interpreting and deciding upon rules and questions of order.

C. Role of the Chair

The Chair shall preside over the debate, ensuring equality and fairness in discussion. If necessary, the Chair may restate or ask the County Administrator or designee to restate the motion, who made the motion, and who seconded the motion, or to announce the result of the vote.

D. Suspension of the Rules

Any member of the Board may move for a suspension of the rules at any time during the debate; and, if in order and duly seconded, the Board will vote on the request.

If there is general consensus, the Board may suspend the rules without the formality of a motion. Such action may occur at any time.

E. Main Motion

The main motion shall be considered by the Board. Any member, including the Chair, may make a main motion. A member may make only one main motion at a time. The Board member(s) may present an initial motion on the resolution and subsequently debate the question; or the Board member(s) may call upon staff for additional information prior to introduction of the motion.

The introduction of a main, or substantive motion, is out of order while another main motion is pending. While the question is under debate, no other motion shall be received or entertained except for procedural motions permitted in the rules.

F. Second Required

All motions before the Board shall be seconded prior to consideration by the Board. Any member, including the Chair, may second a motion. The second may occur after brief informal discussion. Subsequent to the second of

the motion, formal debate may ensue between the members of the Board prior to the formal vote being called.

G. Amended Motion

Any motion may be amended at any time before it is adopted. The amended motion shall have 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. Once an amended motion is voted upon, a second amended motion may be entertained.

H. Division of the Question

Upon the request of any Board member, a resolution in debate may be divided and separated into more than one action provided the Chair rules that the resolution will allow such a division. Each of the resulting resolutions must be complete to allow independent consideration and action.

I. Withdrawal of Motion

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

J. Discussion Procedures

The following operating rules shall guide debate:

1. Any Commissioner desiring to speak shall address the Chair, and not proceed until being recognized. When two or more members address the Chair at the same time, the Chair shall designate the order of speaking.
2. Upon recognition of the Chair, the board member making the motion has precedence to address the Board first, with the option of

explaining the reasons why the motion is made. Subsequently the floor is open to any member of the board. There is no time limit for comments from individual Board members.

3. A member, once recognized, shall not be interrupted when speaking, unless it is to call that member to order. No member shall interrupt another in debate without his/her consent. To obtain such consent, he/she shall first address the Chair.

K. Adoption

A motion or resolution shall be adopted if approved by a majority of the whole Board (Minnesota Statute §375.07).

L. Procedural Motion

In addition to the substantive motions, the following procedural motions shall be made. This is a partial list of those motions from Robert's Rules of Order that are most often used. It is not intended to be a complete list.

1. Motion to Adjourn
2. Motion to Recess
3. Motion to Suspend the Rules
4. Motion for Division of the Question
5. Motion to Defer Consideration (Motion to Lay on the Table)
6. Motion to Postpone to Certain Time or Day
7. Motion to Refer to Committee
8. Motion to Amend
9. Motion to Reconsider
10. Motion to approve the Agenda

M. Voting

It is the duty of every member to vote. Voting shall be called by the Chair as those in favor signify by an "aye" vote and opposed use the same sign. The Chair may request a roll call vote on any motion. Voting records are recorded as "motion carried unanimously" when a unanimous vote occurs, and "in favor", "against" or "abstain" for issues not unanimous, by the County Administrator or designee and duly noted in the minutes.

VI. Types of Board Action

A. Resolution

The County Board takes formal action by resolution (Minnesota Statute §373.02) Action taken by a motion without reference to it being a resolution shall still be considered a resolution of the Board. A motion may be introduced by any member of the County Board.

The main motion in the form of a resolution is the means by which a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic motion 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 V). Reference to Board action in the meeting minutes being made with a motion shall be considered the same as if the action was made by resolution.

B. Ordinance

The County Board may take formal action by ordinance (Minnesota Statute §375.51), also by a motion. An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the affairs of the County. County Board action shall be taken by ordinance when required by law, 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.

D. Policy Development

Authority for the development of policies in Jackson County is granted to the County Board through Minnesota Statute Chapter 373 (Counties, Powers, Duties, and Privileges), Minnesota Statute Chapter 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.

E. Requested Board Action Guidelines

The Jackson County Board is a nonpartisan body that does not advocate for positions or policies that do not have a direct, definite and explicit relationship to the County's programs, services, policies, or budgets. The County Board has adopted a policy (Appendix B) that provides County Administration with guidelines in responding to requests for Board resolutions and proclamations. It outlines, in general, the reasons for Board proclamations and resolutions.

VII. County Board Agenda

A. Preparation and Distribution

The County Administrator or designee shall cause preparation of the agenda and supporting material for each regular and special meeting. Members of the Board and the County Administrator may submit items for the Agenda. Members of the Board may request an item to be placed on the Agenda by informing the County Administrator or designee prior to Thursday of the week prior to the meeting. Additions to the agenda that are routine administrative items, time sensitive or informational may be added by the County Administrator prior to the Board's approval of the meeting agenda. If possible, these additions should be emailed to the Board in advance of the meeting.

Copies of the agenda and supporting material (board packet) are made available to the County staff, public and media as appropriate. A distribution list is maintained in the County Administration Office. Members of the public who are interested in following issues considered by the Board may register their name, address and email address (if available) with County Administration to be placed on the agenda distribution list.

Board packets will be provided to the County Board and staff electronically only. Board packets will generally be distributed the Thursday before a regular meeting and bills the day before the meeting. County Board members are strongly encouraged to read Board packets, review bills and ask questions of staff before County Board meetings occur.

The board packet and minutes are available on the Jackson County web site at www.co.jackson.mn.us.

B. Order of Business

The Order of Business for each regular meeting of the County Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda
4. Introduction of New Employees
5. Consent Agenda (including bills)
6. Public Appearances (if scheduled)
7. Public Hearings
8. Department Items
9. Administration Items
10. Additional Items
11. Chair/Commissioner Reports
12. Adjournment
13. Drainage Authority Meeting (requires a recess and reconvene of the County Board Meeting if the County Board meeting has not adjourned)

Only items within the 13 identified business components above will be included in the agenda. The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed

at the recommendation of the Chair, any member of the Board or the County Administrator subject to County Board consensus.

C. Consent Agenda

A Consent Agenda will be used by Jackson County in an effort to promote efficiency, be respectful of citizen, staff and Board members' time, and to give ample time for discussion on more important matters. A Consent Agenda is a meeting practice which packages routine administrative items, meeting minutes and other non-controversial items not requiring a discussion or independent action as one agenda item.

Any County Board member or the County Administrator may request an item be removed from the Consent Agenda and placed on the regular agenda.

D. Official Records

The County Administrator or designee shall cause preparation of the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statute in order 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 shall be prepared and submitted for approval at the next succeeding County Board meeting. A summary of the official proceedings of County Board meetings shall be published in the official County newspaper (Minnesota Statute §375.12). The Official Board Proceedings are also distributed to interested parties and available on the County website.

The official public record of County Board meetings is available in the County Administration Office.

VIII. Technology

Technology will be a primary means of providing information to the County Board. All County Board Members are encouraged to:

1. Use a County issued email address for County Business.
2. Use a County issued computer or similar device to conduct County business.

All County Board Members are required to:

1. Maintain personal internet service.
2. Not use technology to respond to or engage in dialog with a quorum of the County Board unless it is done so as allowed by the Open Meeting Law.

IX. Committees

A. Policy

The County Administrator maintains a complete list of all committees, including information on member terms and applicable term limits.

The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as committees) which have been established by the County Board or pursuant to Minnesota Statutes. Authority for establishment of the committees is prescribed in Minnesota Statutes and in Board Policy.

X. Code of Ethics

A. Expectations

Effective County Government is premised upon public respect and confidence in the integrity and principles of the elected Board members. 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 Jackson County Ethics Policies 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:

1. Observe the highest moral and ethical standards.
2. Maintain and respect the confidentiality of private and confidential information.
3. Avoid discrimination against any person on the basis of race, color, sex, religion, creed, national origin, age, disability, sexual orientation, marital status, place of residence, or status with regard to public assistance.
4. Comply with the ethical obligations imposed by law, including Minnesota Statute §10A.07, 10A.071, 382.18, 471.87-471.895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
5. Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
6. Allow citizens, staff, or colleagues 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.

XI. Citizens

A. Public Communication

Individual citizen outreach. The County Board believes members of the public have the right to be informed of the Board's processes and decisions. Meetings are open to the public. Board agendas are emailed to interested parties at their request.

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.

Website/Social Media. Jackson County uses its website and social media sites as primary tools to convey information to the public.

B. Responding to Correspondence/Inquiries/Complaints from Citizens

County Board members and staff are committed to customer service and will endeavor to provide timely and efficient response and communication to the citizens of Jackson County.

XII. Staff Roles

A. County Administrator

The County Board has adopted the County Administrator form of government. The position of County Administrator is established pursuant to Minnesota Statute §375A.06. The County Administrator is the administrative head of the County, responsible for the administration of the affairs of the County delegated to him/her by Minnesota Statute and the County Board. The County Board has approved a job description which outlines in detail the duties and responsibilities of the County Administrator.

In general, the County Administrator supervises the divisions and departments which function under the jurisdiction of the Jackson 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. The County Administrator is accountable for hiring, training, advising, motivating, disciplining 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 administrative affairs of the County. The County Administrator will keep the Board informed, make recommendations, and comment upon

legislative initiatives which affect the County and, as directed by the Board, will represent the County in its relations with other governments. 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 also coordinates the development and updates to the County’s strategic plan.

Additional County Administrator roles and responsibilities are provided in Appendix A.

B. Staff

In certain instances, Board members may want assistance from County staff or their involvement in evaluating policy and/or programmatic changes.

Board members who wish to initiate policy or program changes shall first present such requests to the County Administrator.

Additional staff roles and responsibilities are provided in Appendix A.

XIII. County Employee Handbook Policies

Jackson County maintains a policy handbook for its employees. Several of the policies in the handbook also apply to County Board members. A current copy of the Employee Handbook is maintained by the County Administrator and found on the County web portal. County policies that apply to County Board Members include but are not limited to the following:

- Policy 215 Confidentiality and Data Privacy
- Policy 200 Conflicts of Interest
- Policy 209 Acceptance of Gifts
- Policy 202 Offensive Conduct, Harassment and Violence
- Policy 206 Travel and Expense
- Policy 706 Group Benefit Plan
- Policy 729 Group benefits Plan for Retirees
- Policy 801 Information Systems Policy

Jackson County Roles & Responsibilities

Appendix A



County Board	Individual Commissioners	Administrator	Department Directors
<ul style="list-style-type: none"> - To provide leadership, direction, and long-range planning for the county; - To determine policy for the county; - To adopt an annual budget and levy for the county; - To represent the collective best interest of the county and its citizens. 	<ul style="list-style-type: none"> - To represent citizens and be accessible to them; - To make leadership and policy decisions for the “greater good” of the county; - To be prepared for and participate in board meetings; - To act professionally and listen respectfully to the county administrator, staff, and other commissioners; - To serve as liaison with other government entities and partners representing the county. 	<ul style="list-style-type: none"> - To serve as CAO for the county, lead the county workforce, and manage daily operations; - To prepare and facilitate information for the county board, to make data-based policy and program recommendations, and implement adopted policies; - To provide leadership and foster a positive work environment; - To develop, propose, and administer county’s annual budget; - To share information and communicate openly with the county board, leadership team, and employees; - Authorize hiring of personnel; - Assure all programs and personnel are operating under the county’s mission. - Facilitate strategic and long-range planning. 	<ul style="list-style-type: none"> - To provide leadership, as it relates to the department and county; - To develop and manage the departmental annual budget; - To implement mandates and county obligations; - To prepare reports and action items for the county board; - To share information and communicate openly with the county administrator and county board; - To manage programs; - To speak on behalf of the department; - To collaborate strategically with internal and external partners; - To hire, coach, train, discipline and terminate employees; - To foster a positive work environment; - To professionally represent the county; - To stay current in their field and be involved in professional associations.
<p><i>The County Board’s work may be categorized in four ways:</i></p> <ol style="list-style-type: none"> 1) <i>Vision and Direction (annual goal setting, establish budget priorities, leadership consistent with County mission and values)</i> 2) <i>Information Gathering and Education (work sessions, committees, trainings, community meetings, constituent communication)</i> 3) <i>Formal Input and Action (regular meetings)</i> 4) <i>Foster Relationships and Collaboration (intergovernmental, citizen, partnerships, committees)</i> 			

Appendix B

Jackson County Policy for Requested Resolutions and Proclamations

The Jackson County Board is a nonpartisan body that does not advocate for positions or policies that do not have a direct, definite 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 and proclamations. It outlines, in general, the reasons for Board proclamations and resolutions.

Proclamations and resolutions may be considered by the County Board for:

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 the annual budget and levy
- Approval of ordinances
- 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 and Federal 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 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. Examples of proclamations and resolutions that will not be considered by the County Board include, but are not limited to, the following:
 - 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, definite and explicit relationship to the County's programs, services, policies, or budgets

- Events or organizations with no explicit and definite 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 of this policy 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 a scheduled open forum.

Approved and adopted by the Jackson County Board this 2nd day of November, 2021.



Jim Eigenberg, Board Chair

Attest:



Ryan Krosch, County Administrator