

RESOLUTION 2019-015

RESOLUTION ADOPTING RULES OF PROCEDURE FOR THE BOARD OF COUNTY COMMISSIONERS OF ALBANY COUNTY, WYOMING.

WHEREAS, the Board of County Commissioners of Albany County, Wyoming (County) desires to promulgate rules to govern all official meetings of the Board and to provide for the efficient and orderly functioning of the business of the Board; to protect the rights of each individual; to protect the right of the majority to decide; to protect the right of the minority to be heard; and to preserve the spirit of harmony within the Board and those appearing before the Board;

WHEREAS, pursuant to and in accordance with Wyo. Stat. Ann. §16-3-101(b)(i), the County Commissioners meets the definition of an agency responsible for rulemaking in accordance with the Wyoming Administrative Procedures Act;

WHEREAS, pursuant to Wyo. Stat. Ann. § 16-3-103, the Albany County Board of County Commissioners held a public hearing on June 4, 2019 which said hearing was advertised by public notice at least forty-five (45) days prior to said hearing;

WHEREAS, at the public hearing, the County Commissioners provided the opportunity for the public to comment and for the County Commissioners to consider any comments which were made on the proposed rules of procedure governing the County Commissioners;

WHEREAS, the proposed Rules of Procedure for the County Commissioners is marked as Exhibit 1, is attached hereto and incorporated herein.

NOW THEREFORE THE BOARD OF COUNTY COMMISSIONERS OF ALBANY COUNTY, WYOMING, RESOLVES:

Section 1. That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

Section 2. That, the Board of Commissioners for Albany County, Wyoming hereby adopts the Rules of Procedure for the County Commissioners as outlined in Exhibit 1 effective June 25, 2019.


PASSED, APPROVED, AND ADOPTED this 25th day of June 2019.

**THE BOARD OF COUNTY COMMISSIONERS OF
ALBANY COUNTY, WYOMING**



Terri Jones, Chairperson

ATTEST:



Jackie R. Gonzales,
Albany County Clerk

**ALBANY COUNTY, WYOMING BOARD OF COMMISSIONERS
RULES OF PROCEDURE**

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Section 1. Authority. These regulations are promulgated by the Board of County Commissioners of Albany County, Wyoming, (County) pursuant to the Wyoming Administrative Procedures Act, Wyo. Stat. §16-3-101 and in accordance with Wyo. Stat. § 18-3-506(a) authorizing the County to establish rules and regulations to govern the transaction of their business.

Section 2. Purpose. The purpose of these rules is to govern all official meetings of the Board and to provide for the efficient and orderly functioning of the business of the Board; to protect the rights of each individual; to protect the right of the majority to decide; to protect the right of the minority to be heard; and to preserve the spirit of harmony within the Board and those appearing before the Board. No other rules shall apply. The ultimate determination of procedural matters shall rest with the Chairperson.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this regulation is for any reason held invalid or unconstitutional by a court of competent jurisdiction, that portion shall be considered a separate, distinct and independent provision, and the holding shall not affect the validity of the remaining portions of this regulation.

Section 4. Definitions.

4.01. As used in the Albany County Rules of Procedure Provisions and Regulations, terms will have meanings as follows:

4.01.01. “Add-on” Agenda” means in the event of an unforeseen or emergency situation (defined as significantly relevant to the health, safety or general welfare of the residents of Albany County), an item may be added to the Regular Agenda upon approval of the County Commissioners, bypassing the normal submittal and review process. The Board should be given notice of any “add-on” as soon as possible prior to the scheduled Board meeting.

4.01.02. “Consent Agenda” means items appearing on the regular agenda that are typically routine in nature, non- controversial, and do not deviate from past Board direction or policy. They usually do not require Board comment and are voted on as a group. Any item may be pulled by a Commissioner for discussion. Members of the public may speak to any consent item in accordance with Section 7.18 herein.

4.01.03. “Public Comments” means members of the public may address the Board under “Public Comments” on the regular agenda which is typically at the beginning of the meeting.

4.01.04. “Regular Agenda” means items appearing on the Regular Agenda require Board direction, a policy decision, or are otherwise of great significance necessitating separate attention and action. “Add-on” items described in the above Section 4.01.01 also appear on this agenda. Items will be addressed individually in the order presented on the Agenda, unless reordered upon approval by a majority of the Board. Items of great public interest that are assigned a time certain should not be considered until the designated time.

4.01.05. “Special Presentations” means the segment of the meeting where positive recognition is expressed. Proclamations are typically presented at the beginning of the meeting. Should a Commissioner desire a proclamation that will be delivered elsewhere, it should be brought up under their comments for Board authorization. A proclamation should always “proclaim” a day, week, or month as something specific. Certificates of Appreciation and Commendation should be done when honoring an individual or accomplishment. Whenever practical, the use of certificates is encouraged. These certificates are submitted through and prepared by the County Clerk.

Section 5. Roles & Responsibilities of Commissioners.

5.01. Chairperson /Vice Chairperson Duties.

5.01.01. The Chairperson presides over Board meetings and is recognized as the ceremonial dignitary who serves as the County’s official representative. The Chairperson of the County Commissioners or in the absence of the Chairperson, the Vice Chairperson, shall be the presiding officer, and shall assume the place and duties as such immediately following selection by the County Commissioners. The Chairperson shall preserve

strict order and decorum at all meetings of the County Commissioners, state questions coming before the County Commissioners, announce its decision on all subjects and decide all questions of order; subject, however, to an appeal to the County Commissioners as a whole, in which event a majority vote of the County Commissioner members present shall govern and conclusively determine such question of order. The Chairperson shall vote on all questions, and on roll call, the Chairperson shall be called last. The Chairperson shall sign all regulations and resolutions adopted and contracts approved by the County Commissioners at meetings at which the Chairperson is in attendance. In the event of the Chairperson's absence, the Vice Chairperson shall sign such documents as have been adopted and approved during the meeting at which the Vice Chairperson presided. The Chairperson's responsibilities include, but are not limited to, the following:

- 5.01.01(a).** Oversee Pre-Agenda meetings
- 5.01.01(b).** Calling the meeting to order after ascertaining that a quorum is present.
- 5.01.01(c).** Preserving order and deciding points of order.
- 5.01.01(d).** Expediting business in a way that is compatible with the rights of members of the Board.
- 5.01.01(e).** Declaring the meeting adjourned.
- 5.01.01(f).** Executing documents approved by Board as outlined in Section 5.03 herein.

The Vice Chairperson acts in the absence of the Chairperson or, in the event of his/her inability to serve by reason of illness or accident, shall perform the duties and functions of the Chairperson until his/her return.

5.02. Chair/Vice Chair Election; Term of Office.

5.02.01. The Chairperson and Vice Chairperson shall be elected from and by the members of the Board at the first Board meeting following the November election and the swearing-in of the newly-elected County Commissioners. The term shall be for two (2) years from the date of the election, unless a different time period is approved by a majority of the Board. The Board may remove the individual from the position of Chairperson by majority vote. In the event the Chairperson relinquishes his/her office, the Vice Chairperson shall be automatically appointed Chairperson for the remainder of the term. In the event the office of Vice Chairperson becomes vacant, the Board shall elect a new Vice Chairperson to serve until the term expires. The election process shall be as follows:

5.02.01(a). The Clerk, in the case of the Chairperson's election, and the Chairperson, in the case of the Vice Chair's election, calls for nominations.

5.02.01(b). Nominations are made and received. A member may nominate himself or herself. No second is required.

5.02.01(c). The Clerk/Chairperson asks if there are any further nominations. If none, the Clerk/Chairperson declares that nominations are closed. No motion to close nominations is required.

5.02.01(d). The Clerk/Chairperson calls for a vote.

5.02.01(e). The nominee who receives a majority of the votes is elected.

5.03. Signature by the Chairperson.

5.03.01. Generally, all items approved by the Board will be hand delivered to the Chairperson by the County Clerk or designee for signature. When the items have been signed, the documents will be released only to the County Clerk or designee to be attested, sealed and distributed. The Vice Chairperson, if available, shall execute items if the Chairperson is unavailable. If the Chairperson and Vice Chairperson are not available, and there is a need to obtain an immediate signature, any Commissioner may sign a document providing the County Attorney's Office has signed for legal sufficiency. Strict adherence to this procedure is necessary to ensure the integrity of the documents and particularly to expedite handling those items with time constraints. Only documents received from the County Clerk or designee will be signed by the Chairperson or Vice Chairperson who, in turn, will release them only to the County Clerk or designee's custody.

5.04. Board Liaison. At the commencement of each term, the Commissioners shall decide which Commissioner shall be assigned as a liaison to a County board and other joint power or outside County Board and ratified by a majority of the Board elected and serving.

5.05. Supervision of County Department Heads. At the commencement of each term, the Commissioners shall decide which Commissioner shall supervise a County Department Head and ratified by a majority of the Board elected and serving. The Commissioner overseeing a County Department Head shall be responsible for ensuring the County Department Head is performing their job duties and the Commissioner is addressing concerns raised by the County Department Head. Additionally, the Commissioner shall complete the annual performance review for the County Department Head.

Section 6. Items for Commissioner's Agenda.

6.01. Preparation of Agenda. The County Clerk under the supervision of the Chairperson of the County Commissioners prepares the agenda and all such matters according to the order of business and delivers or mails a complete copy of such agenda, together with supporting materials to each Commissioner member and each department head as soon as possible, but in no event later than the Friday proceeding the Commissioner meeting by noon. All items of business to be discussed at a meeting of County Commissioners shall be briefly described on the agenda. The description should set out the specific action or alternatives which will be considered by the County Commissioners and should contain sufficient detail so that a person otherwise unaware could determine the general nature or subject matter of the item by reading the agenda.

6.02. Submitting Items for Agenda. The following procedure should be utilized in order to put the County Clerk on notice of upcoming items for the agenda:

6.02.01. On the Tuesday prior to a meeting, the official wording for all items are due in the County Clerk's Office by 5 p.m. It is the responsibility of the County Elected Official, or staff member to consult the County Attorney's office for legal review or the County Clerk for wording of an item.

6.02.02. County Elected Officials and/or staff members shall submit to County Attorney's office all items to be placed on the Commissioner's agenda for legal review at least two (2) weeks prior to the date the Commissioners would consider the item.

6.03. Pre-Agenda Staff Meeting. All staff members who have proposed items for the agenda as well as the Chairperson of the Commissioners, County Clerk and County Attorney shall attend the Pre-Agenda meeting to be held the Wednesday prior to the regular meeting at 3 p.m.

6.04. Final Staff Report and Attachments for Agenda Items. Final Staff reports for agenda items are due in their final form on the Thursday prior to the meeting in the County Clerk's Office by 5 p.m. All staff reports must be submitted in electronic format except for non-electronic attachments which must be submitted on single-side sheets 8.5" x 11".

6.05. Preparation/Delivery of Agenda. The County Clerk shall prepare the agenda and make every effort to deliver a complete agenda packet to the Commissioners no later than 1:00 P.M. on the Friday prior to the regular meeting. Agenda packets for special and emergency meetings will be distributed in as timely a manner as possible. The agenda packet shall include all attachment and shall be uploaded to the County's website no later than 5:00 P.M. on the Friday prior to the regular meeting of the County Commissioners.

6.06. Action Taken on Items not on Agenda.

6.06.01. No action shall be taken by the County Commissioners on any item not appearing on a posted agenda, subject only to the exceptions listed in the subsection below. "Action Taken" as used herein shall mean a collective decision made by a majority of the quorum of the County Commissioners, a collective commitment or promise by a majority of the quorum of the County Commissioners to make a positive or a negative decision, or actual vote by majority of the quorum of the County Commissioners upon a motion or proposal, resolution, order or regulations.

6.06.02. The County Commissioners may take action at a meeting on an item not appearing on the agenda for that meeting only under one (1) of the following circumstances:

6.06.03. Upon a majority determination that an "emergency situation," as that term is defined by State law, exists.

6.06.04. Upon a determination by a two-thirds vote of the County Commissioners, that the need to take action arose subsequent to the agenda posting. For the purposes of this subsection, the term "need to take action" shall mean those circumstances whose occurrence creates a situation which is materially different from that which existed at the time the agenda was posted, and which requires the immediate attention of the County Commissioners. The mere failure of any person to notify the County Commissioners or County Clerk of a preexisting situation requiring County Commissioner's attention until after the time for the posting of the agenda shall not be deemed to constitute a "need to take action" hereunder. If the County Commission makes a determination pursuant to this subsection, the minutes of the meeting at which the determination is made shall reflect what circumstances gave rise to the "need to take action" and why the item could not be placed on the agenda.

6.06.05. Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the County Commission occurring not more than three (3) calendar days prior to the date of the meeting at which action is to be taken, and at the prior meeting the item was continued to the meeting at which action is being taken.

6.07. Posting of Notice and Agenda. For every regular or special meeting, the County Clerk or his/ her designee, shall post an agenda containing a brief description of all the items of business to be discussed at the meeting. The notice and agenda may be combined in a single document. The agenda shall be posted on the County website. For any regular meeting of the County Commission, the agenda shall be posted no later than seventy-two (72) hours prior to the time set for the meeting. For any special meeting of the County Commission, the notice and agenda shall be posted no later than eight (8) hours prior to the time set for the meeting

6.08. Resolutions, Contracts and Regulations. All regulations, resolutions and contract documents shall, before presentation to the County Commissioners, have been approved as to form and legality by the County Attorney or authorized representative.

Section 7. Commissioner Meetings.

7.01. Regular Meetings. Unless otherwise advertised, regular meetings of the Board typically will commence at 9:30 A.M. on the first and third Tuesdays of each month. Generally, all meetings will take place in the County Commissioners Chambers located at Albany County Courthouse, 525 Grand Avenue, Room 105, Laramie, Wyoming. A meeting schedule will be distributed prior to each calendar year listing the dates of all anticipated meetings of the Board. Meetings set to be conducted the day after a legal holiday may be rescheduled. Meetings may be postponed or canceled by a motion approved at any Board meeting by a majority of the members present. Meeting date, time, and location may be changed by the Board. (See Wyo. Stats. § 16-4-404(b) and § 18-3-502).

7.02. Special Meetings. A special meeting of the Board may be called by the Chairperson by giving verbal, electronic or written notice of meeting to each Commissioner and to each newspaper of general circulation, radio or television station requesting notice. The County Clerk shall notify each member of the Board in writing or verbally of the date, time, and place of the meeting and the purpose for which it is called, and no other business shall be transacted. At least eight (8) hours shall elapse between the time the Clerk receives notice of the meeting and the time the meeting is to be held. If after reasonable diligence it was not possible to give notice to each Commissioner or to allow 8 hours to elapse between the time the County Clerk receives notice of the meeting and the time the meeting is held, such failure shall not affect the legality of the meeting if a quorum is in attendance. See Wyo. Stat. § 16-4-404(b).

7.03. Emergency Meetings. An emergency meeting of the Board may be held on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within forty-eight (48) hours, excluding weekends and holidays, unless the event constituting the emergency continues to exist after forty-eight (48) hours. In such case the Board may reconsider and act upon the temporary action at the next regularly scheduled meeting of the agency, but in no event later than thirty (30) days from the date of the emergency action. See Wyo. Stat. §16-4-404(d).

7.04. Public Hearings. Public hearings shall be held as prescribed by law and may be held to receive public comments on matters of great public importance. Generally, public hearings will be held at 9:30 A.M. on the first and third Tuesday of each month. Public hearings will commence at or as soon as possible after the advertised time. In no event will public

hearings commence prior to the advertised time. Public hearings may be continued from a prior meeting or scheduled at times and on days or evenings in lieu of or in addition to the first and third Tuesday of the month. Proof of Publication of the notices for public hearings shall be on file with the County Clerk for inspection. The Board does not have to take formal action to receive and file same.

7.05. Work Sessions. Work Sessions are held to discuss items of special importance or complexity that require longer than usual staff presentation and Board questions. These meetings are typically scheduled by the Board at their regular scheduled meetings.

7.06. Presentation Format. As a general rule, the order of item presentation during most meetings of the Board shall be as follows, subject to change depending on the item under consideration:

- 7.06.01.** Chairperson announces item
- 7.06.02.** Staff presentation, if any
- 7.06.03.** Board asks only questions of staff (no debate)
- 7.06.04.** Public comment, if any
- 7.06.05.** Public comment is closed
- 7.06.06.** Motion made
- 7.06.07.** Board discussion and amendments, if any
- 7.06.08.** Vote taken (no discussion/debate during vote)

7.07. Minutes. The County Clerk or designee to the Board shall take accurate minutes of the proceedings of every meeting of the Board including executive sessions. Except for those parts of minutes of an executive session reflecting a members' objection to the executive session as being in violation of this act, minutes and proceedings of executive sessions shall be confidential and produced only in response to a valid court order. Minutes of meetings or work sessions are required to be recorded but not published from meetings when no action is taken by the Board. See Wyo. Stats. § 16-4-405 (b) and § 16-4-403 (c).

7.08. Meetings Open to Public/Executive Session. All meetings of the Board shall be open to the public at all times in accordance with Wyo. Stat. § 16-4-403 with the exception of executive sessions which are permitted not to be open to the public pursuant to Wyo. Stat. § 16-4-405. No action of the Board shall be taken except during a public meeting following notice of the meeting as provided herein. Action taken at a meeting not in conformity with this act is null and void and not merely voidable. A member of the public is not required as a condition of attendance at any meeting to register his name, to supply information, to complete a questionnaire, or fulfill any other condition precedent to his attendance. A person seeking recognition at the meeting may be required to give his name, address and affiliation. An

executive session may be held only pursuant to a motion that is duly seconded and carried by majority vote of the members of the Board in attendance when the motion is made and which specifies any of the reasons set forth in paragraphs (a)(i) through (xi) of Wyo. Stat. § 16-4-405. Such motion shall be sufficient notice of the issue to be considered in an executive session. (See also Wyo. Stat. §18-3-506).

7.09. Accessibility/Seating Capacity. All meetings will be conducted in a building that is open and accessible to the public. Due to the need to comply with the fire code, there may be occasions when entrance by the public to the Commission Chambers or other meeting room is limited. To the extent possible, alternative seating arrangements may be made with the District Court located in the County courthouse.

7.10. Commissioner Attendance by Telephone.

7.10.01. There may be times when a Commissioner is physically unable to attend a Board meeting. If a majority of the members of the Board present in the Commission Chambers determines that extraordinary circumstances exist to justify the absence of a County Commissioner from a meeting, the Board may allow the absent Commissioner to participate by telephone conference or other interactive electronic technology. No meeting shall be conducted by electronic means or any other form of communication that does not permit the public to hear, read or otherwise discern meeting discussion contemporaneously. Communications outside a meeting, including, but not limited to, sequential communications among members of an agency, shall not be used to circumvent the purpose of this act. (See Wyo. Stat. § 16-4-403 (d)).

7.10.02. Commissioner may vote on any particular issue at a regular or special meeting by means of telephone conference or similar communications equipment in which all persons participating in the meeting can hear each other and shall constitute presence at such meeting if all of the following conditions occur:

7.10.02(a). In advance of the meeting in which a Commissioner desires to vote by telephone conference or similar communications equipment, the Commissioner shall notify the County Clerk so that the County Clerk may make arrangements for the Commissioner to participating by telephone conference or similar communications equipment for the special or regular meeting; and

7.10.02(b). The Commissioner who desires to vote by telephone conference or similar communications equipment must be present by means of the telephone conference or similar communications at the beginning and during the debate leading up to the vote on any particular issue.

7.11. Quorum. A majority of the Board shall constitute a quorum. If no quorum exists within 10 minutes after the time designated for the meeting of the Board to commence or if a quorum is lost, the Chairperson or the Vice Chairperson or, in their absence, the Commissioner with the most seniority, shall adjourn the meeting. The names of the members present, and the time of adjournment shall be recorded in the minutes by the County Clerk. The members present may, during the 10 minute period open the floor for “Public Comments” or any similar presentation so long as no official action is taken or direction to staff is given.

7.12. Call to Order. Promptly at the hour and on the day of each regular meeting set by the County Commissioners, the members of the County Commissioners, the chairperson of the County Commissioners, County Clerk and the County Attorney, unless previously excused by the Chairperson of the County Commissioners, shall take their regular stations in the Commissioners Chambers and the business of the County Commissioners shall be taken up for consideration and disposition in the order as set forth by resolution. If a quorum exists, the Chairperson shall call the meeting to order. In the absence of the Chairperson, the Vice Chairperson shall call the meeting to order. Upon arrival of the Chairperson or the Vice Chairperson, the temporary Chairperson shall relinquish the gavel upon conclusion of the business immediately before the Board at that time. Before proceeding with the business of the Board, the County Clerk or his/her designee shall call the roll of the members in alphabetical order, and the names of those members present and absent shall be entered into the minutes. At the request of any Commissioner, the County Clerk may conduct a roll call vote on any item on the Agenda.

7.13. Agenda Approval. Only items listed on the official agenda will be acted upon unless additional items are authorized by a majority of the Board.

7.14. Board Appointments. The Commissioners shall appoint members to County boards and any other joint power or outside County board where a county representative is to be appointed. Commissioners shall follow State statutes as to qualifications for members of County boards and/or promulgating documents creating the joint power or outside County board for appointment of members. If there is only one nominee per seat for appointment to any County board, committee, commission, and the like, the appointment agenda item shall be placed on the Consent Agenda. If there is more than one (1) nominee for a seat, Board approval shall be made as follows:

7.14.01.The Chairperson calls for nominations from any of the names identified in the appointment agenda item.

7.14.02.Nominations are made and received. No second is required.

7.14.03.The Chairperson calls for a vote.

7.14.04.The nominee who receives a majority of the votes is appointed.

7.14.05. If no nominee receives a majority vote, the Chairperson shall call the roll for a vote on the two (2) nominees who received the most votes during the initial round.

7.15. Disruption of Meetings. If any public meeting is willfully disrupted by a person or group of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of the person or persons who are willfully interrupting the meeting, the Chair may order the removal of the person or group from the meeting room and continue in session, or may recess the meeting and reconvene at another location. Only matters appearing on the agenda may be acted upon in a meeting recessed to another location. Duly accredited members of the press or other news media except those who participated in a disturbance shall be allowed to attend any meeting permitted by this section. (See Wyo. Stat. §16-4-406).

7.16. Schedule of Agenda. The business of the County Commissioners, at its meetings shall be conducted in accordance with the following order of business; however, such order may be modified by a majority of the County Commissioners:

1. Call to Order
2. Pledge of Allegiance
3. Public Hearings
4. Public Comments
5. Presentations
6. Consent Agenda
7. Agenda Items
8. Commissioner Reports
9. Elected Official & Department Head Reports
10. Items from Commission Members
11. Adjournment

7.17. Public Comments. Every agenda posted for any regular or special meeting shall contain an item consisting of an opportunity for the public to address the County Commissioners on items of interest to the public within the County Commissioners subject matter jurisdiction. This Public Comment period shall be conducted in accordance with the procedures set forth under Public Comment of this policy. With regards to matters not on the agenda, the members of the County Commissioners may ask questions of persons who raise such matters during the "Public Comment" period or otherwise, but such questions should be limited to informational purposes, and the County Commissioners should avoid discussions of the merits or giving directions regarding such subjects. Upon addressing the County Commissioners, each speaker must first state his or her name and address, and then identify the subject or subjects upon which he/she intends to speak. At the close of the speaker's comments, the Chairperson

may ask staff to respond to the speaker's comments. Thereafter, the Chairperson shall make one of the following determinations:

7.17.01. The subject(s) raised do not require investigation or response.

7.17.02. The subject(s) raised should be referred to staff for investigation and/or response.

7.17.03. The subject(s) raised should be placed on the agenda for the next meeting for action by the County Commissioners.

7.18. Public Comment on Agenda Items. In addition to receiving comment from the public during the Public Comment period, the Chairperson shall have the discretion to recognize persons from the audience who wish to address the County Commission on a particular agenda item at the time that item is considered by the County Commission.

7.19. Comments from Commissioners, Elected Officials & County Staff members. In addition to receiving comment from the public, the County Commissioners may receive general comments, announcements, and/or suggestions from Members of the County Commissioners, Elected Officials or other County staff members. These matters may not be discussed and if they do not concern an item on the agenda, shall be handled by the Chairperson according to the same procedures set out for Public Comments. It must be emphasized that no action may be taken on such matters without being placed on a subsequent agenda.

7.20. Rules of Order. Except as otherwise provided in this section, the latest edition of "Robert's Rules of Order, Revised" shall govern the conduct of the meetings of the County Commissioners. However, no regulation, resolution, proceeding or other action of the County Commissioners shall be invalidated, or the legality thereof otherwise affected, by the failure or omission to observe or follow such rules.

7.21. Recess. The County Commissioners may recess any regular, special, or recessed regular or special meeting to a place and at a time specified in an order of recess. A copy of the order of recess shall be conspicuously posted on or near the door of the place where the meeting or recessed meeting was held. (Wyo. Stat. §16-4-404(c)).

7.22. Time Length of Regular Commissioner Meetings. It is the intent of the Commissioners that no additional agenda item will be introduced at a regular Commissioner's meeting after the hour of 1:00 p.m. unless the majority of the Commissioner members present vote to extend the meeting. If the item introduced at a regular Commissioner's meeting and being discussed by 1:00 p.m. is not concluded by 1:30 p.m., Commissioners may adjourn the regular Commissioner meeting to another date to conclude discussing the agenda item or the next regular Commissioner meeting. All items remaining on Commissioner's regular agenda would

be moved to the next regular Commissioner meeting and will be given priority over any additional items on the regular Commissioner's agenda. The intent and purpose of this policy is to encourage a reasonable hour in which the Commissioner business is discussed and to protect against fatigue in discussing and deciding important County issues.

7.23. Request of Information from County staff. If a Commissioner is asking for information or a task from County staff that will require more than one (1) hour of County staff time to collect or research a problem or prepare a response, the request will need to be approved by Commissioners to ensure that County staff resources are allocated in accordance with overall Commissioner's priorities.

Section 8: Conduct of Commissioners.

8.01. Decorum. While the County Commissioners is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceeding or the peace of the County Commission, nor disturb any member while speaking or refuse to obey the orders of the County Commission or the Chairperson, except as otherwise herein provided.

8.02. Addressing the Public. When a member of the public testifies before the County Commissioners, the County Commissioners may not prohibit the individual from criticizing the policies, procedures, programs or services of the County or the acts or omissions of the County Commissioners. However, the County Commission may prohibit testimony on matters that are not within the subject matter jurisdiction of the County Commissioners. The County Commissioners may exclude persons who willfully cause a disruption of a meeting so that it cannot be conducted in an orderly fashion. Where the removal of the disruptive persons is not sufficient to restore order, the County Commissioners may clear the room of all persons. However, in such situations, media personnel not involved in the disturbance will be permitted to attend the session as continued.

8.03. Voting. All Commissioners present at a meeting when a question comes up for a vote, shall vote for or against the measure, or abstain. If the vote is a voice vote, the Chairperson shall declare the result and note for the record all "aye" votes and all "no" votes. The County Commissioners may also vote by roll call vote. Regardless of the manner of voting, the results reflecting all "aye" or "no" votes must be clearly set forth for the record.

8.04. Oath of Office. The Oath of Office is an affirmation that the County Commissioner will support, obey and defend the constitution of the United States, and the constitution of the state of Wyoming. It further states the County Commissioner shall not knowingly violated any law related to their election or appointment or caused it to be done by others; and that the County Commissioner will discharge the duties of their office with fidelity. All County Commissioners are required to take and subscribe an Oath of Office before entering

on the duties of their office. The County Clerk shall arrange to administer the Oath of Office and the oath shall be filed in the office of the County Clerk. See Wyo. Const. Art. 6, § 20 and 21.

8.05. Recusal from Discussion and Consideration. Situations may arise when a Commissioner should consider whether to recuse themselves from the consideration and decision-making on a particular agenda item. These situations can arise in various ways, including but not limited to having an interest in a contract being considered by the County. If a Commissioner is interested in any public contract, item on the Commissioner's agenda or shall represent any person, company or corporation, the Commissioner shall disclose the nature and extent thereof to all the contracting parties concerned therewith and shall absent himself during the considerations and vote thereon and not attempt to influence any of the contracting parties and not act directly or indirectly for the governing body in inspection, operation, administration or performance of any contract or Commissioner agenda item, then the acts are not unlawful under this section. (See Wyo. Stat. § 16-6-118 (b)).

8.06. Attendance at Commissioner and Board Meetings. A Commissioner should make every attempt to attend Commissioner meetings including regular, special, or emergency meetings and boards in which the Commissioner is the assigned liaison. If a Commissioner is unable to attend a meeting, the Commissioner should advise the County Clerk and Chairperson who shall place the matter on the agenda to excuse the Commissioner from attendance. If a Commissioner is unable to attend a County board, or a joint power or outside board meeting in which they are appointed as a liaison, the Commissioner should attempt to secure another Commissioner to attend in their place.

8.07. Violation of Rules of Procedure. Should a Commissioner not comply with these regulations, the Commissioners shall meet to discuss non-compliance and rectifying the issue.

Section 9. Travel Policy for Commissioners. Commissioners are subject to the following travel policy.

9.01. Out-of-State Travel. Out-of-state travel by Commissioners for special seminars or meetings related to County business, shall be with the concurrence of a majority of the Commissioners.

9.02. In-State Travel. In-state travel by Commissioners for special seminars or meetings related to County business excluding travel to meetings of the Wyoming County Commissioners Association and State legislature shall be governed by the out-of-state guidelines. Attendance at the Wyoming Association of County Officials and Wyoming County Commissioners Association annual meetings shall be given preference over other sessions, should funding availability become a problem.

9.03. Travel and Registration Arrangements. The County Clerk may make the following arrangements for Commissioners.

9.03.01. Lodging and associated costs will be reimbursed to the Commissioners according to guidelines in the Federal travel regulation rates and exceptions may be approved by a majority of the Commissioners.

9.03.02 Registration, training, and/or other customary events and fees will be reimbursed to the Commissioners. Registration for such events made by the County Clerk for Commissioners may be charged on the County Clerk's purchase credit card.

9.04. Airline Flights. Airline tickets and costs will be reimbursed to the Commissioners based on reasonable and practical fares and flight schedules. Airline arrangements made by the County Clerk for Commissioners may be charged on the County Clerk's purchase credit card. In the event a Commissioner wants to do their own booking of airline tickets, the Commissioner will be responsible for the difference between the lowest price available for a given fare and the booked fare. All airline flights must be out of either the Denver International Airport or Laramie Regional Airport. Any exceptions to location of airline flights must be approved by a majority of the Commissioners.

9.05. Meal Expenses. Meal expenses of Commissioners for out of state and in state travel will be reimbursed at the meals and incidental expenses rate provided in the Federal travel regulation rates.

9.06. Reimbursement of Mileage. Mileage of Commissioners for out of state and in state travel will be reimbursed at the rate allowed by the IRS. Parking and ground transportation for approved travel will be reimbursed based on reasonable and practical rates. All rental cars for travel out of state and in state must be approved by a majority of Commissioners and must be the least expensive type of car that will accommodate a Commissioner.

9.07. Reimbursement of Expenses. Commissioners shall not be reimbursed for the travel, expenses or meals of any other individual unless the expense incurred by a Commissioner is related to County business and is approved by the majority of the Commissioners.