

**BOARD OF COUNTY COMMISSIONERS OF  
HINSDALE COUNTY, COLORADO**

**A RESOLUTION ADOPTING A NEW AGENDA POLICY**

**Resolution 14, Series 2023**

WHEREAS, Hinsdale County has authority to manage its meeting agendas by and through its Board of County Commissioners ("Board"); and

WHEREAS, it is the Board's goal to having consistency and fairness in setting the County's meeting agendas and allow adequate time for review of issues before the Board, by following a written agenda policy; and

WHEREAS, Hinsdale County has previously adopted agenda policies which shall be replaced by the Agenda Policy attached hereto and incorporated herein by this reference.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Hinsdale County, Colorado, pursuant to the authority vested in them by law, to hereby adopt, effective immediately, the Hinsdale County Agenda Policy, attached hereto as Exhibit A and incorporated herein, which shall replace any and all previously adopted agenda policies.

INTRODUCED by Commissioner Robert Hund, seconded by  
Commissioner Kristie Borchers, and adopted on this 4th day of October, 2023.



ATTEST:

Jean Roberts  
Hinsdale County Clerk

BOARD OF COUNTY COMMISSIONERS  
OF HINSDALE COUNTY, COLORADO

By: Greg Levine  
Greg Levine, Chairperson

# Hinsdale County Agenda Policy

Approved October 4, 2023

## A. Meeting Types

Types	Date	Time	Purpose	Public/Participation
Open discussion	1st & 3rd Wednesday of each month; 5 <sup>th</sup> Wednesday on months with five weeks	*8 a.m.	For Commissioners and Administrator to Review Mail, discuss agenda items and other County business and prepare for the upcoming meeting.	Posted and Open to the Public. Public participation allowed at the discretion of the Board of County Commissioners (“Board”).
Workshops	1st & 3rd Wednesday of each month; 5 <sup>th</sup> Wednesday on months with five weeks	*8:30 a.m.	To discuss agenda items, items not yet ready for decision, and any other workshop appropriate issues at the discretion of the Board. No formal decisions will be made at workshops.	Posted and open to the public.
Regular Public Meetings	1st & 3rd Wednesday of each month; 5 <sup>th</sup> Wednesday on months with five weeks	*10 a.m.	To receive departmental reports and conduct County business with the goal of reaching decisions on action items on that day's agenda.	Posted and Open to the Public.
Special Meetings	As Needed	As Posted	To conduct emergency business or business of a nature that is not suitable for inclusion in a regular meeting or workshop.	Posted and Open to the Public.

## EXHIBIT A

Public Hearings	As needed	As Posted according to state statute	To gather information and opinions from the public concerning matters currently before the Board for decision, either at the discretion of the Commissioners or as required by law or statute.	Posted and Open to the Public and often held prior to or as part of a Regular or Special Meeting of the Board of County Commissioners. Public participation is encouraged. Note that once a public hearing is closed, the public's participation on the issue ceases, except at the discretion of the Board of County Commissioners.
Personnel Policy Advisory Board Meetings	Quarterly, date to be determined	To be determined	To make recommendations for revisions in the personnel policies and serve in an advisory capacity to the Board of County Commissioners with regard to personnel issues.	Although the public is entitled to attend and observe, by law, public participation is somewhat limited, as this is a time for the County to resolve internal personnel policy matters.
Planning Commission Meetings	Third Thursday of each month	5 pm	To consider matters requiring the decision or recommendation of the Planning Commission	Posted and Open to the Public.

### B. Executive Sessions

1. An executive session may be called during any regular or special meetings of the Board of County Commissioners. All executive sessions shall comply with the Colorado Open Meeting Law, C.R.S. § 24-6-402, and executive sessions shall be held only in accordance with that law, and as specifically determined by the County Attorney's office.

### C. Responsibility and Scope

1. It shall be the responsibility of the County Administrator, or his or her designee, to maintain the agenda for the Board of County Commissioners and for any committees or commissions appointed by the Board. Agenda duties shall include preparing workshop agendas and agendas for regular and special meetings as well as posting agendas in accordance with Subsection 2 below, and scheduling and publishing notices of public hearings. Items to be placed on the agenda will be determined by the County Administrator (or designee) in conjunction with any County Commissioner. The agenda shall include all matters scheduled for the meeting in accordance with Section D below.

## EXHIBIT A

2. The County Administrator shall make appropriate distribution of the agenda as directed by the applicable board and post the agenda in a conspicuous designated place within the County, as required by law. The official designated posting place for Hinsdale County meeting agendas is 311 N. Henson Street at the Coursey Annex. Hinsdale County Board of County Commissioner meeting agendas are also posted on the Hinsdale County website at least 24 hours prior to the meeting. All Hinsdale County meeting agendas are also emailed to those who have requested to be on the County's email list (Sunshine List) at least 24 hours prior to the meeting.

### D. General Scheduling Considerations

1. The County Administrator, or his or her designee, shall schedule agenda items upon request in accordance with these scheduling rules, whenever it is possible to do so. It shall be the duty of all members of the Board and staff to cooperate with the Administrator, or his or her designee, in scheduling these agenda items. Items should be scheduled, if possible, by 5:00 p.m., five (5) business days prior to the meeting. Notwithstanding the foregoing, all agenda items must be posted and available to the public no later than 24 hours prior to the start of the meeting or public hearing, in accordance with the following guidelines:
  - A. *Time considerations:* At the discretion of the Board or the County Administrator, items requiring more than one hour of time may be placed on a work session agenda or placed on a special meeting agenda, depending upon whether and how soon action is needed. Items that the Board deems to require action before the next regularly scheduled meeting of the Board shall be placed on a special agenda at the discretion of the Board or the County Administrator.
  - B. *Public Hearings:* Public hearings may be scheduled at the beginning of a regular meeting, or at any other time as determined by the Board of County Commissioners in consultation with the County Administrator.
  - C. *Discussion items:* Contracts, resolutions and other items are included on a regular meeting agenda shall be on a first come, first served basis and scheduled for the convenience of the participants whenever possible, but subject to the discretion of the Board and/or the County Administrator.
  - D. *Reports:* All reports shall generally occur on the 1st regular meeting of the month, but subject to the availability of the department head. Reports may be added or removed from the agenda at the discretion of the Board at any time.

## **EXHIBIT A**

### **E. BOCC Agenda Deadlines**

1. At the time of scheduling, or in any event no later than the Thursday prior to the meeting, the department representative or individual placing an item on the agenda will provide the County Administrator with all documents he or she wishes to include in the BOCC meeting packet for review and consideration. Although late packet copies are sometimes accepted, there is no guarantee they will be put in the packets in time for advance review by the Commissioners.
2. If a resolution is needed, draft resolutions should be provided at the time of the request to place the resolution on the agenda. Those who need assistance in drafting an appropriate resolution or in determining whether a resolution is required should obtain assistance from the County Administrator. The County Administrator or County Commissioners may make changes to draft resolutions at their discretion or in accordance with the advice of the County Attorney.

### **F. Agenda Planning**

1. To accomplish its stated mission, vision, goals and objectives, the Board of County Commissioners shall follow an annual calendar, which contains those items that recur from year to year. This calendar will be prepared by the Administrator and approved by BOCC resolution in December of each year. The calendar may contain some or all of the following, subject to the discretion of the Board and/or the County Administrator:
  - A. BOCC Meeting Dates
  - B. Governance Training Opportunities (CCI; AACA; others)
  - C. Budget workshops
  - D. Community Events
  - E. Board of Equalization hearings
  - F. Board of Zoning Adjustment meetings
  - G. Any other items that may be useful to the Commissioners in performing their work.

### **G. Meeting Rules**

1. Meetings shall be run according to Robert's Rules of Order. Notwithstanding the foregoing, the Chair of the Board of County Commissioners shall have full authority and discretion in determining the manner in which any meeting shall be conducted and may set any time limits or lawful conditions on participation he or she deems necessary under the circumstances.
2. Participants shall not speak until recognized.
3. Commissioners, County elected officials and employees shall schedule presentations in advance in accordance with this policy and use their best efforts to avoid surprising the Board with items of business that have not been scheduled and/or that require advanced preparation.

## **EXHIBIT A**

4. Commissioners, County elected officials and employees shall attempt to handle or resolve internal problems within the department or with other involved departments, and then with the Administrator, prior to submission to the Board of County Commissioners for decision.
5. The public and other meeting participants shall refrain from interrupting other participants and from using untruths, unverified rumor, personal insults, profanity or raised voices during County meetings. Respect and calm are greatly appreciated and enhance the problem-solving process, as well as future relationships between the participants.

### **H. Workshop Rules**

1. Workshops are procedurally informal.
2. Commissioners, County elected officials and employees shall schedule presentations in advance in accordance with this policy.
3. The public and meeting participants shall refrain from interrupting other participants and from using untruths, unverified rumors, personal insults, profanity or raised voices during County workshops.