

**Josephine County**  
**Administrative Policies & Procedures**

Adopted:	December 23, 1992	Chapter F
Effective:	December 23, 1992	Legal
Revised:		Policy F-4
Document Repealed:		

SUBJECT: Applicability of Public Meeting Law Requirements for County Advisory Groups

1.0 Purpose

To establish County policy and procedures regarding the requirements of the Oregon Public Meeting Law for County advisory groups.

2.0 General Policy

It is the policy of the County for all of its advisory groups to comply with the requirements of the Oregon Public Meeting Law including public notice of meetings, availability of written meeting minutes, limitations regarding executive sessions, and respecting the rights of news gatherers.

3.0 Policy Guidelines/Procedures

a. This policy pertains to all County appointed or affiliated councils, boards, committees, commissions, subcommittees, advisory groups, or other such public bodies which have:

1. Two or more members;
2. Authority to act only if a quorum is present; and
3. Authority to make decisions for a public body on policy or administration or authority to make recommendations to a public body on policy or administration.

b. Meetings of county advisory bodies are public meetings within the scope of the Oregon Public Meetings Law. ORS 192.610(3), (4), and (5); ORS 192.630(1) and (2). Notice for such meetings must be "reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for " the meeting. The notice must also include a list of the principal subjects anticipated to be considered at the meeting. ORS 192.640(1). In addition:

1. Twenty-four hour notice must be given for special meetings;

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2. Notice "appropriate to the circumstances" must be given for a meeting called due to an emergency; and
  3. Any planned executive session must be noted on a public notice along with the specific provisions of ORS 192.660 authorizing same.
- c. If any individual, group, or media representative, requests advance notice of any particular meeting, or of all meetings in general, of any county advisory body, such specific notice should be given to such person, group, or representative. This can ordinarily be by mail, although time constraints may make telephone notification more feasible.
- d. The notice must set forth the items anticipated to be discussed, in sufficient detail to give any interested person a fairly good idea of what will be discussed. The notice need not go into great detail but simply enough to give notice of the nature of the specific subject to be discussed. The body is not precluded from discussing matters that were not on the notice, but whatever matters are known by the governing body or the person giving notice to be anticipated for discussion, should be included in the notice.
- e. Written minutes giving "a true reflection of the matters discussed at the meeting and the views of the participants" must be available to the public within a reasonable time after the meeting. Minutes must include:
1. The names of all members of the public body present;
  2. All motions, resolutions, orders, ordinances and measures proposed and their disposition.
  3. The results of all votes and, except for public bodies of more than twenty-five members unless requested by a member of that body, the vote of each member by name.
  4. The substance of any discussion on any matter; and
  5. A reference to any document discussed at the meeting.
- f. Executive sessions, which persons other than media personnel may not attend, are permitted for specific purposes under certain conditions. An executive session may not be held for the purpose of taking any final action on the subject of the executive session.

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- g. Minutes of executive sessions must be recorded on tape or minutes kept in accordance with the general criteria outlined above, but the content of such minutes need not be disclosed unless required by a court in the course of a legal action.
- h. The open meeting law provides that representatives of the news media are allowed to attend executive sessions except those where a deliberative body is consulting and giving direction to its labor negotiators.
- i. To help assure compliance with the spirit and intent of the Public Meetings Law, notices of all meetings of county advisory bodies should be posted on the bulletin board located inside the Commissioner's office. To do this, simply send a copy of the notice to the Board of County Commissioner's office at least 48 hours before the scheduled time of the meeting, who will insure that the notice is promptly posted.
- j. In order to have copies of your minutes available to the public as required by the Open Meeting Law, they must be filed in the County Court Journal. Please submit the original copy of your minutes signed by your recording secretary to the BCC office to have them recorded in the Journal.
- k. Due to the large number of advisory groups appointed by the Board, each group will be responsible for providing public notice and submitting their minutes. A copy of the Open Meeting Law is available for reference in the Board Office.