


SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS PUBLIC MEETINGS POLICY	Policy # B-601	Effective Date <i>October 24, 2013</i>
	Signature 	Date of Last Review

PURPOSE:

To lay out the policies by which the District will comply with the Oregon Public Meetings Law and to provide the rules that the District will follow in regards to citizen participation and public comment. The District is committed to complying with the requirements, as well as the spirit, of the Law and values public participation at its public meetings.

POLICY:

SETD will comply with the Oregon Public Meetings Law, which can be found in its entirety at ORS 192.610 to 192.690. Where the Law is open to local interpretation, the District will establish its own rules. Those local rules are laid out below.

APPLICATION:

The Policy applies to all meetings that occur by or under the direction of the District Board of Commissioners. This includes the District Board of Commissioners monthly meetings, work sessions, special meetings, as well as meetings of the Board's sub-committees.

DEFINITION:

1. Public Meeting: The convening of any governing body for which a quorum is required to make or deliberate toward a decision on a matter, or a sub-committee that deliberates towards a recommendation to the Board or to gather information. Decisions must be made in public and secret ballots are prohibited.

PROCEDURE:

1. Quorum: For the District Board of Commissioners, a quorum is the presence of four(4) of the seven(7) Commissioners.
2. Electronic Correspondence: Meetings accomplished by telephone conference calls or other electronic means may constitute a public meeting. In such cases the District will provide notice as well as location where the public may listen to or observe the meeting.
3. Meeting Locations: The District Board will hold all of its public meetings within the jurisdictional boundaries of the District, namely within the boundaries of Clatsop County.
4. Notice: SETD will provide a minimum of five (5) days public notice of the time, place and agenda for any regular or special meeting. For emergency meetings, SETD will provide as much public notice as possible depending upon the unique circumstances of the particular emergency.

5. **Executive Sessions:** The District will comply with ORS 192.660 in regards to the use of executive sessions when appropriate and requested by the Board. SETD will provide notice of such sessions as explained above under the Notice section.
6. **Exemptions:** Meetings that occur for a purpose other than deliberating about or deciding upon an action of the District are not considered public meetings and are not required to follow the requirements of the Oregon Public Meetings Law.
7. **Public Comment:** The District Board will provide at least one (1) opportunity to receive comments by the public at each of its regularly scheduled monthly meetings and sub-committee meetings. At special meetings, such as work sessions, the District may provide opportunities for public comment at the discretion of the Board. The public will be allowed a total of three (3) minutes per person to provide their comments, unless otherwise determined by the Board.
8. **Media:** Representatives of the media are welcome at all public meetings of SETD, including executive sessions. However, the media cannot report or disclose any information that is discussed within an executive session, unless it is outside the scope of the purpose of the executive session. Media are excluded from certain types of executive sessions, such as strategy discussions about labor negotiations and consultations with a lawyer regarding an issue where the media is a party.
9. **Minutes:** The minutes from the District's public meetings will be made available within a reasonable time after each meeting. Written minutes are not a complete dictation, but will provide: members present; all motions, proposals, resolutions, orders, ordinances and measures proposed; the results of any votes by name; the substance of discussions; and a reference to any document discussed at the meeting.