



RUSSELL COUNTY
COMMISSION

POLICY ON POLICIES

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| Effective: | October 1, 2023 |
| Responsible Executives: | Russell County Commission |
| Applicability: | All Russell County Employees |
| Review by: | September 30, 2028 |
| Approved: | November 22, 2023 |

I. INTRODUCTION

This Policy on Policies (the “Policy”) governs the process by which Russell County Commission policies are created, amended, and communicated. The Commission’s policies are important statements of our values, operational principles and practices, and other matters of importance to our citizens. This Policy on Policies establishes a process for creating and amending those policies that is efficient and timely, ensures thorough review by appropriate stakeholders, and upholds the County Commission’s commitment to transparent governance.

II. POLICY SCOPE

The process described herein applies to Russell County Commission policies that address significant County matters, apply to all or a large portion of the County or are required by the law. All Commission policies must be consistent with applicable state laws. Policy rescissions are effective upon approval by the majority of the County Commission. The Chairman of the Russell County Commission may not modify, circumvent, or change any policy without the majority approval of the County Commission.

III. COUNTY ADMINISTRATOR AND DEPARTMENT HEADS

Policy proposals may be proposed by the County Administrator, any County Commissioner, Department Head, County Attorney, or local elected official. Policy proposals should include an explanation of the need for the policy along with a summary of the proposed content. Before submitting the policy proposal to the Commission, the requesting individual or County

Administrator should consult with the County Attorney to ensure that the said proposed policy is legal and does not propose a policy that would cause the Commission to incur any liability.

IV. POLICY PROCEDURES

Step 1

The process to consider a proposed policy shall begin with communication with the County Administrator by any County Commissioner, Department Head, County Attorney, or local elected official. Any policy proposal should be presented to the County Administrator so that the County Administrator can research the request to help ensure that there is not already a policy in place that may conflict with or address the same issue.

Step 2

Upon completion of Step 1, the requesting individual or County Administrator should communicate the proposed policy to the County Attorney for review. Upon the County Attorney's review, the County Administrator can then craft the policy into a document to be presented to the County Commission.

Step 3

Upon completion of Step 2, the County Administrator, any County Commissioner, or the County Attorney may place a policy proposal on the County Commission agenda under "Discussion" prior to the established deadline for agenda items submission.

The agenda item shall be titled with the name of the proposed policy. All policy proposals must be first discussed at a County Commission work session by a quorum of the County Commissioners. If the County Commission decides by a majority vote to consider the proposed policy, the item can then be moved by a majority vote to the "Business" section of the County Commission meeting agenda for a "First Reading".

No proposed policy can be placed under "Business" without being first discussed in the most recent County Commission work session. The proposed policy must also be on the approved agenda prior to the date of the County Commission meeting or be subject to the rules of the County Commission for adding an emergency item to the agenda which cannot be achieved if ONE County Commissioner opposes adding the item (must receive a unanimous vote to be added). Any proposed policy that is discussed in "Discussion" must move to the "First Reading" within 90 days or the item must again be placed back on the agenda under "Discussion" at a work session.

STEP 4

Once Step 3 has been completed and the proposed policy is placed on the County Commission meeting agenda under “Business” for a “First Reading”, the proposed policy shall pass the “First Reading” only upon receiving a majority vote of the County Commission. Once passing the “First Reading”, the County Administrator shall place the proposed policy on the agenda for the next County Commission work session or County Commission meeting if no work session is held.

STEP 5

Once Step 4 has been completed and the proposed policy is on the County Commission meeting agenda as “Second Reading”, the proposed policy shall be approved following a majority vote of the County Commission.

STEP 6 – FINAL STEP

Upon a proposed policy on “Second Reading” receiving approval by a majority vote of the County Commission, the approved policy shall become effective on the date included in the approved policy or 30 days after approval, whichever is first.

V. POLICY DATABASE AND ACCESS

The County Administrator shall create and maintain a database of current policies in a system that is accessible by the County Administrator, Assistant County Administrator, County Attorney, Department Heads, local elected officials, and the County Commissioners.

As policies that are approved and take effect after October 1, 2023, each shall be published on the county’s public website for viewing by the public.