

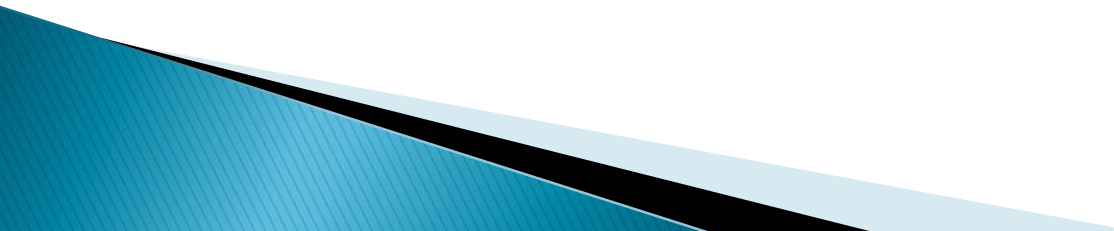
Running a Successful Meeting

Presented by:

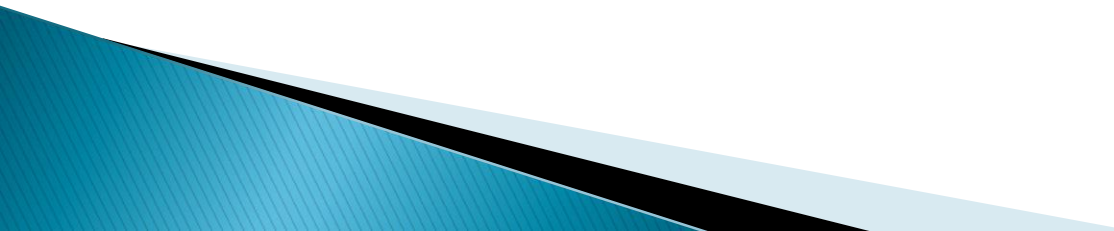
Theresa Elder, Assistant Clerk

Ottawa County Commissioner's Office

Beginning of Year Preparation

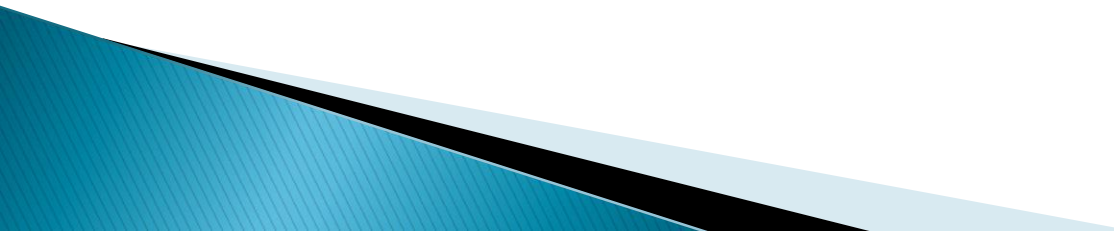
- ▶ The Administrator/Clerk or in her absence the Assistant Clerk will discuss with the board which departments/elected officials they would like to meet with weekly, monthly, bi-monthly or on an as needed basis.
 - ▶ These meetings are coordinated with other meetings that the Commissioners attend or when an outside entity/person calls to request a meeting with them.
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Agenda

- ▶ Ottawa County uses Google Calendar to schedule meetings.
 - ▶ Once a meeting is entered or changed on the calendar, it is visible by the public instantly.
 - ▶ The calendar also serves as our agenda for the board's meetings.
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8am	
9am	Senior Resource Monthly Update Rsc Ctr, Conf Rm A 9am - 10am
10am	OSU Extension BI-Monthly Update, Rsc Ctr - Conf Rm A, 10am - 10:30am
	Soil & Water Conservation BI-Monthly Update, Rsc Ctr Conf Rm A, 10:30am - 11am
11am	Commissioners Time - County Administrator-Clerk's Time - Approval of minutes & travel requests. Approval of official actions and resolutions, budget change requests, update of financials and county issues and meeting schedules. Rsc Ctr, Conf Rm A 11am - 12pm
12pm	
1pm	FCFC BI-Monthly Update, Rsc Ctr, Conf Rm A, 1pm - 1:30pm
2pm	Job & Family Services BI-Monthly Update Rsc Ctr Conf Rm A 1:30pm - 2:30pm
3pm	
4pm	
5pm	Oak Harbor Board of Education Meeting, @ Oak Harbor High School - Hub room, 4:45pm - 5:15pm
6pm	
7pm	

Official Business

- ▶ We request our departments to submit items by 3:30 p.m. the day before to give the Administrator/Clerk and/or Assistant Clerk ample time to prepare the actions and review the documents before being presented to the board.
 - ▶ If a contract or legal document needs approval of the board, we request the department to submit it to the Prosecutor first and Auditor when necessary before it is brought to the Commissioner's office for approval.
 - ▶ These actions are accumulated throughout the week and kept in two separate folders in the Administrator/Clerk's office.
 - ▶ The Commissioner's folder has all documents for signature and consideration. If discussion is needed on an action, it is held for that department's meeting.
 - ▶ The clerk's folder has copies of the official actions that are being considered to ensure all actions have been taken.
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Meeting Day

Step 1

- ▶ The Assembly Room is set up an hour or so before the meeting starts, which includes:
 - Setting up our BIS Digital recording system and creating a file for the date of the meeting date
 - Placing the folders (Commissioners folder & Previous Journal Pages) at the president of the board's seat.

Step 2

The meeting opens with the pledge of allegiance at its advertised time, usually 9:00 a.m. An hour is set for Commissioner's time which includes:

- Approval of minutes & travel requests,
 - official actions and resolutions,
 - budget change requests,
 - update of financials,
 - county issues and
 - meeting schedules.

Step 3

Generally, the commissioners have set up a system where the vice president reads the actions and the 3rd commissioner will second.

The president will ask if there is any discussion on the action and if not, the roll will be called.

If all three vote yes, the president of the board will state “three affirmative votes” motion approved. This continues until all items in the folder have been acted on.

Step 4

Each commissioner provides an update of old or new meetings that have been or will be attending.

The president of the board will ask after each commissioner's update if there is anything more for that commissioner.

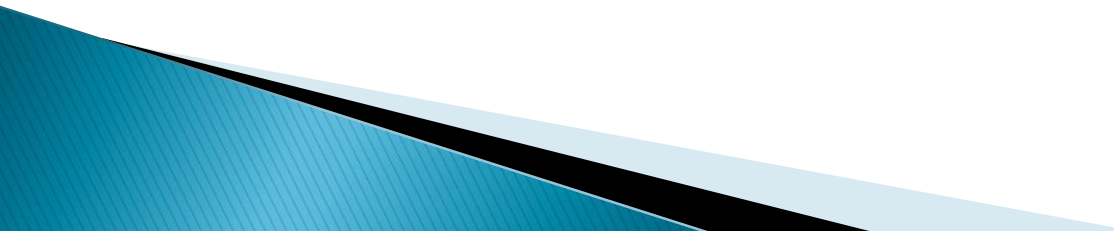
This continues until all commissioner's provide their update.



Step 5

The Administrator/Clerk or in her absence the Assistant Clerk presents information to the board after all of the actions and updates are completed.

Typically discussed are:

- Budget change requests
 - Various department matters
 - Financial updates & large expenses to be incurred
 - Executive Session items
 - Updates that the Administrator/Clerk or in her absence the Assistant Clerk feel are necessary for the Board to be aware of.
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Step 6

Departments and individual meetings begin once all of our updates are complete.

If a meeting runs over or the department decides that they can't make the meeting time, we will reschedule and do our best to accommodate them.

It is important for departments and officials to meet with the Commissioners on a regular basis to keep the lines of communication open at all times and allows the Commissioners to be apprised of what is happening in departments that report to them and address any issues or concerns elected officials may have.

All our meetings are recorded by the BIS Digital recording system.

We can download a certain meeting to the desktop and email it should a request for that meeting be made.

All of our meetings are open to the public.

If an individual doesn't have an appointment, the board will ask their name and what topic they would like to address. They are free to speak and there isn't typically a time limit. (This rarely occurs)

Except in the instance of an executive session.

A sign is posted on the door when the board enters executive session. This serves as notice to individuals that they are unable to walk into the meeting room. Staff at our Information Desk tries to intercept individuals letting them know that they are unable to walk into the meeting room.

If the public is present, they are asked to step out while the board conducts their business during this session.



Conclusion

- ▶ Most important things for Running a Successful Meeting:
 - Be organized
 - Communicate Effectively
 - Set ground rules for all to follow
 - Be flexible
 - Keep to the scheduled time allotted for the departments.



ANY
QUESTIONS





Thank You