



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

Work Session Request Form

Specific Topic / Wording of Agenda Item:

Justification / Executive Summary:

Proposed Outcome:

Presenter:

Required Attendees: (Include email addresses)

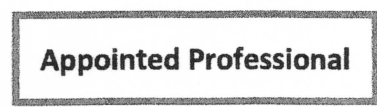
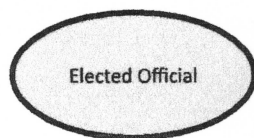
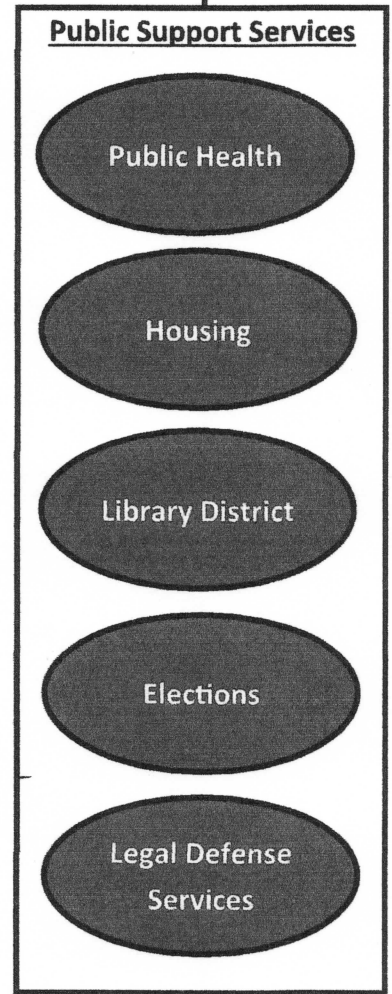
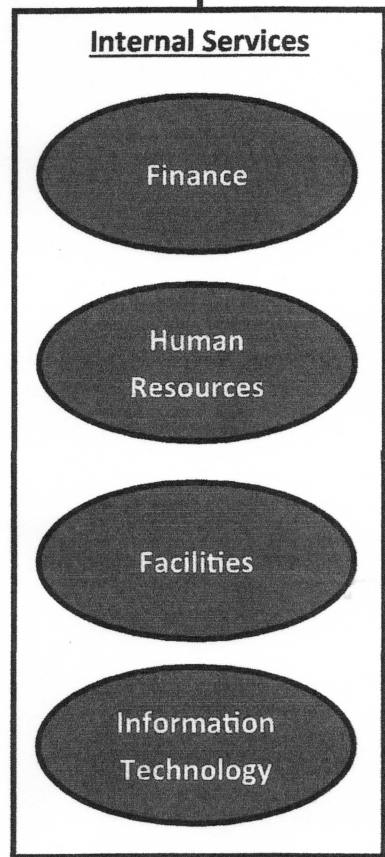
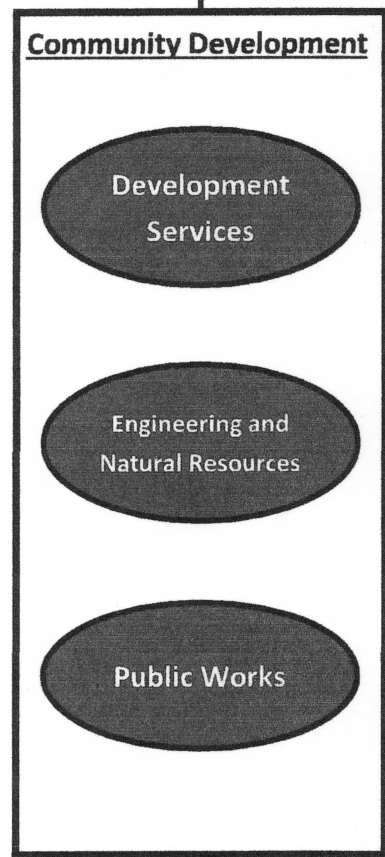
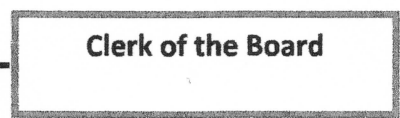
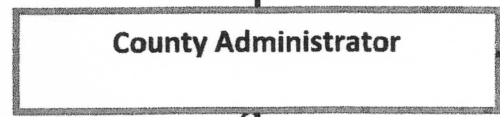
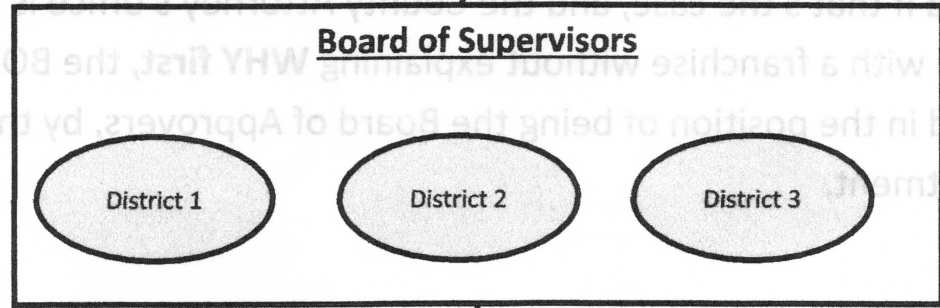
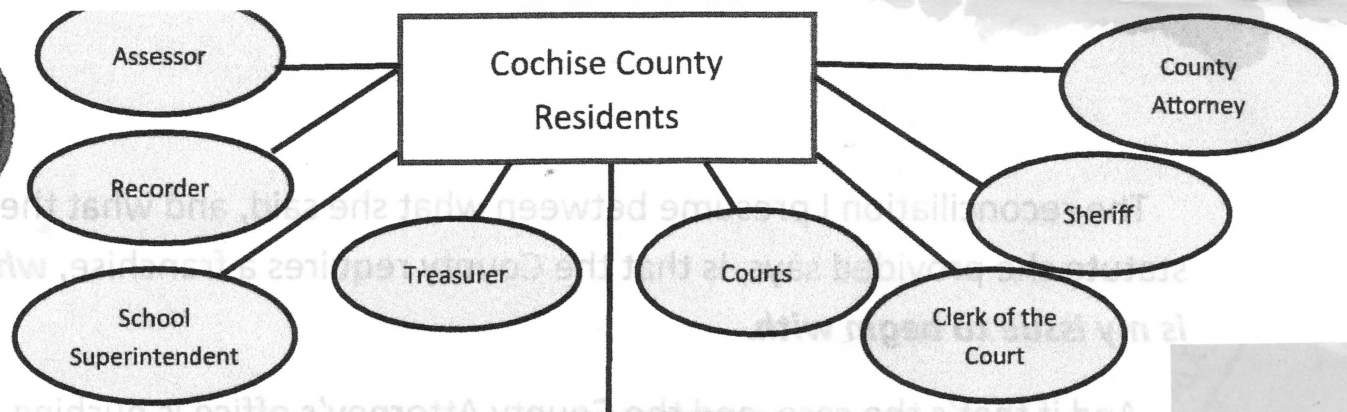
Others to Notify:

Date Needed:

Estimated Time: (No longer than 1.5 hours)

Supporting Material to Be Included:

Requested by:



- 4) All matters discussed in an Executive Session shall be kept confidential by those attending the meeting. Minutes shall be made available to absent members of the Board and as permitted by A.R.S. § 38-431.03 (B). Absent members of the Board reviewing the minutes shall keep the information confidential.

II. Decorum

- A) A member may be interrupted by a "point of order" or to correct a mistake. A "point of order" must be timely and is proper when a member notices a breach of the rules or when the discussion is in error or not germane to the issue before the Board. A point of order does not require a second and the Chairman's decision shall control.
- B) A member shall not indulge in personal attacks, use language tending to hold a member up to contempt, or impugn motives of members, elected officials, presenters, staff, or the public.
- C) Elected officials, staff, and citizens attending meetings are required to follow proper decorum and good conduct. Unauthorized remarks from the audience, stamping of feet, whistling, yelling, booing, clapping, cheering or similar demonstrations may be grounds for removal.
- D) If any meeting of the Board is interrupted or disrupted by a person or a group to render the orderly conduct of the meeting unfeasible, the Chairman may recess the meeting or order the person or group interrupting the meeting to leave the meeting or be removed from the meeting. If order cannot be restored, then the Chairman may recess the meeting and continue the session at a different date and time. The Board may only consider matters appearing on the recessed meeting's posted agenda.

III. Chairman and Vice-Chairman

- A) The presiding officer of the Board shall be the Chairman who shall be elected from the membership of the Board. The Vice-Chairman shall be elected following the election of the Chairman and shall serve in the absence of the Chairman. The Chairman, or in his/her absence, the Vice-Chairman, shall be responsible for calling meetings to order and maintaining proper protocol and decorum during all meetings. All motions, comments, and questions shall be made through the Chairman. The Chairman shall decide all points of order, procedure, and adjournments.
- B) The Chairman or any member of the Board may request to reorder any item on the agenda without a vote of the membership. The Chairman's decision shall be final as related to this matter. Any Board member, elected official or department director or designee may add an item to the agenda following established procedures. However, additional items to the agenda shall be submitted within eleven days of a regularly scheduled meeting.

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- C) The Chairman will have the services of the County Administrator/Deputy County Administrator and Clerk of the Board, if requested by any member, to preserve the order and enforce the rules and orders of the Chair and the Board of Supervisors should a meeting be interrupted or disrupted by a person or group rendering the orderly conduct of the meeting unfeasible. In addition, the Chairman shall have the authority to recess the meeting and continue the session to a later time to restore order and hear any remaining matters.
- D) The Chairman may make or second any motion made by a member and shall declare all votes. If any member questions the vote, the Chairman will order a roll call.
- E) The Chairman shall have the authority to limit the time for debate on any topic or item by a member but not the ability to eliminate debate. The Chairman shall make every effort to not allow debate to digress to personal attacks. It should be emphasized it is not the person, but the measure, issue, or item under question, that is the subject of debate. *political viewpoint*
- F) The Chairman shall have the authority to limit the extent of or suspend public comment or call to the public for any meeting but shall provide an explanation for the membership. *what membership?*

IV. Order of Business for Regular Board meetings

- A) Call to Order
- B) Pledge of Allegiance
- C) Modifications to the order of the agenda may be made by the Chairman or member. *this needs to be exhausted*
- D) Request to Speak/Call to the public

1) The policy of the Board is to permit public participation in Board meetings. Pursuant to A.R.S. § 38-431, all meetings of any public body official or advisory committee shall be public and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. However, Arizona Open Meeting Law does not establish "a right" for the public to participate in the discussion or the ultimate decision. (Arizona Attorney General Opinion 78-1.1)

This is why Consent agenda is Bod.

2) Individuals may address the Board on general issues related to County government and on a public hearing or regular agenda item. In the interest of maintaining order, a member of the audience wishing to address the Board must fill out a Request to Speak Form. The form should be turned in to the Clerk of the Board prior to the meeting. Speakers shall familiarize themselves with the Proper Decorum Statement, printed on the Request to Speak Form, prior to speaking.

No differentiation of Public Hearing items or not.

Speakers shall strictly adhere to the Decorum during their speaking time. A copy of the Request to Speak Form is attached hereto.

3) The Chairman may limit the time for presentation and the number of persons who may address the Board on any agenda item. The general policy of the Board regarding public participation is as follows: three minutes per person or such other time as may be designated by the Chairman or a majority of the Board. If a citizens group wishes to speak on the same subject, the group should choose a representative to deliver the message. The Chairman may set a limit for organized group presentations and may set limits for each side if numerous Request to Speak forms are submitted on an agenda item.

E) All Board action on any agenda item shall be made by way of a formal motion. Any Board member may propose a motion on any item on the official agenda. Any motion that is seconded by any member shall be on the floor and must be considered. If a motion is not seconded, the motion fails for a lack of a second and shall be so declared by the Chairman.

F) Presentation
BOS

1) A member, elected official, staff, employees, and individuals related to the noticed agenda item may present to the Board. Documents submitted by the presenter will be posted as an attachment to the agenda item.

2) A member may submit additional documentation to the Clerk of the Board regarding the presentation by close of business the day prior to the meeting. These documents will be provided to the other members immediately before the meeting and may be displayed at the meeting at the request of any member. The additional documentation shall be attached to the agenda item after the conclusion of the meeting.

G) Public Comment: The Chairman may open the floor for public comment when submissions to speak are made prior to the meeting.

H) Debate requires a second to have been given to a Motion on the table. If a second to a motion has been made the chairperson shall state: "There has been a motion and a second, is there any debate/discussion on the motion?" Compliance with the Arizona Opening Meeting Law requires that no debate shall be allowed on any issue other than the immediate question under consideration before the Board, as listed on the agenda. If any Board Member, the County Attorney/Deputy County Attorney, or County Administrator/Deputy County Administrator reasonably believes that a speaker has strayed from the immediate question, a "point of order" may be called. The Chairman may caution the speaker to address only the

by whom?

No, this is a BOS meeting
No more people supervising the supervisors. Or attempting to.

From: [Crosby, Tom](#)
To: [Loewenheim, Lara](#)
Subject: Parliamentary work session request
Date: Friday, January 10, 2025 2:23:00 PM
Attachments: [Work Session request Parliamentary Rules submitted Jan 10, 2025.pdf](#)
[Work session Parliamentary Rules Jan 10, 2025066.pdf](#)

11-532. Powers and duties; definition

A. The **county attorney** is the public prosecutor of the county and shall:.....

7. When required, give a **written opinion** to county officers on matters relating to the duties of their offices.

9. Act as the **legal advisor to the board of supervisors**, attend its meetings and oppose claims against the county that the county attorney deems unjust or illegal.

11-251. Powers of board

The **board of supervisors**, under such limitations and restrictions as are prescribed by law, may:

1. **Supervise the official conduct of all county officers** and officers of all districts and other subdivisions of the county charged with assessing, collecting, safekeeping, managing or disbursing the public revenues, see that the officers faithfully perform their duties and direct prosecutions for delinquencies, and, when necessary, require the officers to renew their official bonds, make reports and present their books and accounts for inspection.

38-431.01. Meetings shall be open to the public; seating; minutes; recordings

- I. (para i) A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, **individual members of the public body may respond to criticism** made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

ARS 38-431.02 (H)

H. Agendas required under this section shall list the specific matters to be discussed,

considered or decided at the meeting. Except for a meeting through technological devices, the agenda shall also include notice of the time that the public will have physical access to the meeting place. The public body may discuss, consider or make decisions only on matters listed on the agenda and **other matters related thereto.**

DRAFT #1

Pg 2.

- III. Chairman and Vice Chairman
Para B)

Sentence 1 appears to contradict sentence 2

“Any Board member” is equal to a “department head designee”, regarding placement of an agenda item.

If Board members can't talk to each other outside a noticed meeting; and if two Board members besides the Chairman are required to place an agenda item; how can those two elected Board members agree on what the agenda item should be? Yet, a “department head designee” can get an agenda item on the agenda.

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- IV. Order of Business for Regular Board meetings
 - D) 2) There is a flaw in the system of Consent Agenda being considered a single item, if a person wants to be given 3 minutes per item to make a Public Statement. Currently such a person would have to ask a Board Member to remove 1 or more items from the Consent Agenda to make allowance for individual public comment, and vote by the Board.

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(IV. from previous pg 3)

H) Sentence beginning with “Compliance with Arizona Open Meeting Law requires...”, ***is incompletely cited.*** It omits what I referred to above, “consider or make decisions only on matters listed on the agenda and **other matters related thereto.**”

There is no mention of who should make this determination about what is related to the item besides the Board Member speaking. Since what we are talking about in this case is a **Board of Supervisors Meeting**, it is preposterous that any other official or bureaucrat should hold themselves to be in authority over the Supervisors, and call such a “Point of Order” at the BOS's meeting.

The Chairman should not be able to suspend or limit debate of the BOS's without a prior majority vote. The decision of the Chair should be appealable to a majority vote of the BOS's. Otherwise chaos will ensue.