

- L. Unless expressly authorized by the Board, all ordinances, orders, resolutions, directives of the Board (including letters of support or opposition) and written documents reflecting other Board actions will be signed by the Chair.
- M. Whenever the Chair and Vice Chair are both absent, the senior-most Commissioner is designated and appointed as Acting Chair for the purpose of approving subdivision plats plots pursuant to Lane Code.
- N. The office of the Board is located in the Public Service Building, Eugene, Oregon.
- O. No person is allowed to smoke in any manner at any public meeting of the Board.
- P. Hearings on land use matters must conform to the additional requirements of the land use hearing rules.
- Q. Any meeting of the Board may, by majority vote, be adjourned to executive session pursuant to Oregon State Law. Attendance at executive sessions will be restricted by the Board as allowed by law.

(Order 00-10-4-1, 10.4.00; Order 07-10-3-11, 10.3.07; Order 12-10-24-10, 12.3.12; Order 17-06-06-06, 6.6.17)

3.005.010 - Use of County Letterhead Stationery.

The following policy with regard to the use of County letterhead stationery for the Board of County Commissioners has been approved by the Board:

- A. There are two (2) types of letterhead authorized and provided by Lane County:
 - 1. BCC Letterhead - current form containing names of all Commissioners on upper left-hand corner; and,
 - 2. Commissioners individual letterhead - same as current form, except that only the name of the individual Commissioner appears in the upper left-hand corner.
- B. The following documents are considered appropriate for BCC letterhead:
 - 1. Those officially authorized by the Lane County Board of Commissioners; and,
 - 2. Correspondence signed by the Chair or designee(s) on behalf of the Lane County Board of Commissioners.
- C. Documents considered appropriate for a Commissioner's individual letterhead include but are not limited to:
 - 1. Constituent correspondence;
 - 2. Support for grant requests;
 - 3. Support for projects of personal interest;
 - 4. Letters of support for individuals seeking appointments, scholarships and business references; and,
 - 5. Congratulatory notes.
- D. The following documents are considered inappropriate for BCC or individual Commissioner letterhead:

1. Commercial activity;
 2. Political solicitation; and,
 3. Any activity prohibited by law, especially conflict of interest laws and government ethics.
- E. Particular circumstances may allow for exceptions to this policy. Commissioners should exercise good judgment in the use of County letterhead, taking into consideration how such correspondence might reflect upon Lane County and the Board of Commissioners.

(Order 90-7-3-11, 7.3.90; Order 17-06-06-06, 6.6.17)

3.010 - OFFICE OF THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY

3.010.005 - Definitions.

As used in this subchapter:

“Office” means the Office of the Board of County Commissioners of Lane County.

(Order 93-5-19-5, 5.19.93; Order 17-06-06-06, 6.6.17)

3.010.010 - Functions.

The Office has all those functions allocated to the Board under the State law, the Lane County Home Rule Charter, the Lane Code, and the Lane Manual, except as such functions have been or may in the future be delegated by the Board.

(Order No. 93-5-19-5, 5.19.93; Order 17-06-06-06, 6.6.17)

3.010.015 - Operation.

- A. The Office operates subject to the direction of the Board.
- B. The Board may delegate its authority to act with regard to the functions of the Office, subject to the requirements of law.
- C. The Office will be so organized and employ such personnel as in the judgment of the Board will most efficiently and economically carry out the functions of the Office and discharge its responsibilities in the best interest of the people of Lane County.
- D. Each Commissioner may appoint his or her respective assistant, who will work in developing priorities, policy objectives and constituent services as directed by the Commissioner and consistent with Lane Manual policies and as authorized through the annual budget process.

(Order 93-5-19-5, 5.19.93; Order 17-06-06-06, 6.6.17)

3.010.020 - Employees.

- A. The Board of Commissioners has three (3) direct report employees: the County Administrator, the County Counsel, and the Performance Auditor.