

RESOLUTION NO. 2023-1

WHEREAS, it is desirable that the citizens of Shawnee County, Kansas, be afforded access and the opportunity for input to their local government; and

WHEREAS, K.S.A. 19-2601 requires the Board of County Commissioners of the County of Shawnee, Kansas to fix the days and hours during which County offices shall remain open; and

WHEREAS, the Board of County Commissioners of the County of Shawnee, Kansas is responsible for setting the times and places for its meetings for the transaction of County business, in accordance with Charter Resolution No. 93-1.

NOW THEREFORE, the Board of County Commissioners of the County of Shawnee, Kansas, meeting in regular session on this 9th day of January, 2023, hereby resolves as follows:

1. All Shawnee County Offices shall remain open a minimum of nine (9) hours per day, five (5) days per week from 8:00 AM. to 5:00 P.M., Monday through, Friday, with the following exceptions.

(a) The Courts of the Third Judicial District;

(b) The District Attorney which is closed for one hour each day between 12:00 noon to 1:00 p.m.

(c) Departments operating on a twenty-four (24) hour schedule including, but not limited to the Sheriff's Office, Corrections Department, Parks and Recreation Department; Stormont Vail Events Center; Shawnee County Health Department and Emergency Management.

(d) During any time that a local disaster emergency has been declared, Shawnee

County Offices may be closed to the public upon approval of the Board of County Commissioners.

(e) The Shawnee County Register of Deeds' Office, which shall remain open to the public from 8:00 A.M. to 4:30 P.M., Monday through Friday, to allow time to close their books and records before 5:00 P.M., and

(f) The Shawnee County Treasurer's offices, which shall remain open to the public from 8:00 A.M. to 4:30 P.M., Monday through Friday, to allow time to close their books before 5:00 P.M. On the last business day of the month, the offices shall remain open from 7:30 A.M. to 4:30 P.M. Additionally, the Shawnee County Treasurer's offices will be closed on December 29, 2023.

(g) The Board of County Commissioner's Office hours will be 7:30 A.M. to 4:30 P.M.

2. In order to conduct the business of County Government, the Board of County Commissioners of the County of Shawnee, Kansas shall hold regularly scheduled work sessions at 9:00 A.M. every Monday of each week in the Commission Chambers at 707 SE Quincy, provided those days do not fall upon official holidays. No action will be taken and no executive sessions will be scheduled during a work session. The Board of County Commissioners of the County of Shawnee, Kansas shall hold regularly scheduled meetings at 9:00 A.M. every Thursday of each week in the Commission Chambers at 707 SE Quincy, provided those days do not fall upon official holidays. Notwithstanding the above, the Board of County Commissioners of the County of Shawnee, Kansas may have fewer than two meetings each week or may conduct its

meetings either virtually or at different locations when approved in advance by a majority vote of the Board of County Commissioners of the County of Shawnee, Kansas at a meeting of the Board.

3. Meetings of the County Commission will be governed by Roberts Rules of Order unless in conflict with Commission rules. The County Counselor shall serve as parliamentarian; in the Counselor's absence, an Assistant County Counselor will serve.

4. In lieu of or in addition to regularly scheduled meetings, special meetings of the Board of County Commissioners of the County of Shawnee, Kansas may be scheduled at any time (with appropriate notification) by a majority of the Board of County Commissioners as needed.

5. Informal Meetings of the Board of County Commissioners of the County of Shawnee, Kansas may be scheduled by any member of the Board of County Commissioners. Informal meetings may be requested by a Commissioner, individuals, groups, elected officials, or County department directors who have business relating to or affecting County government, but only a County Commissioner may schedule such a meeting. All of the regular, special, informal, or work session meetings will be open to the public.

6. All items to be included on the agenda of any special meeting must be submitted, in writing, to the County Commission Office no later than four (4) workdays prior to the date of the special meeting at which the item may be considered.

7. Agenda items are to be submitted through the CivicClerk platform. For

regular Monday work sessions, agenda items must be submitted by 4:00 P.M. on the Wednesday before the meeting. For regular Thursday meetings, the agenda items must be submitted by 4:00 P.M. on Monday the week of the meeting. Two copies, including the original, of all documents are to be provided. Elected Officials and Department Directors must submit a memorandum detailing the item or proposal, the requested action, reasons for the requested action and the financial impact and funding source. All contracts, resolutions or any other documents requiring signature must be marked with "sign here" stickers indicating where the signatures are required. Annual maintenance agreements are considered contracts and should have a line drawn for a signature where there is no place for a signature, and also marked with "sign here" stickers.

8. All resolutions, proclamations, contracts, and other documents requiring the signatures of the Board of County Commissioners must be submitted to the County Counselor's Office at least five (5) work days prior to placement on an agenda for approval during a Thursday meeting. The County Counselor's Office will approve the document for legality and form, or prepare a memorandum for the appropriate department stating the reason for disapproval.

9. All personnel items must be submitted to the Human Resources Department prior to being placed on a County Commission agenda. This includes filling vacant positions (for other than elected officials), creating positions, reclassifications, reallocations, personnel reorganizations, and any other item needing action by the Human Resources Department.

10. All agenda items that contain a fiscal note must be submitted to Audit Finance at least five (5) work days prior to placement on the Commission agenda.

11. Any Shawnee County resolution, charter resolution, or home rule

resolution which sets policy or procedures for Shawnee County or this Board shall first be placed on the Commission regular Thursday meeting agenda for a "first reading" prior to its final approval. After the "first reading," any resolution, charter resolution, or home rule resolution which sets policy or procedures for Shawnee County or the Board may be placed on the Commission agenda for a regular Thursday meeting for final approval. This requirement may be overridden by a simple majority vote of the Board of County Commissioners in open session. Failure to follow this provision shall not invalidate the effectiveness of any resolution, charter resolution, or home rule resolution of the Board of County Commissioners. The requirements of this paragraph shall not require a first reading of this resolution.

12. This resolution rescinds Resolution No. 2022-83, and any other resolutions in conflict herewith.

**BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS**

Chair

Vice-Chair

Member

ATTEST:

Cynthia A. Beck, Shawnee County Clerk

Approved as to Legality
and Form: Date 1-5-23
SHAWNEE CO. COUNSELOR