



LARIMER COUNTY POLICIES

BOARD OF COUNTY COMMISSIONERS

SUBJECT: BCC P#01212003P001
POLICY AND ORDINANCE DEVELOPMENT PROCESS

REVISION DATE: January 21, 2003
REVIEW: Annually - April

CANCELLATION: Policy and Ordinance Development Process, P#12A, dated December 9, 1997

CONTACT: County Manager

ATTACHMENTS: None

REFERENCE: None

REVISION LOCATOR: Section II, A, 6

PURPOSE: To provide a framework for the Board for the development and adoption of County Policies and Ordinances.

DEFINITIONS:

1. Strategic Policy - A basic principle or philosophy that provides the basis for County actions, regulations, procedures and services.
2. Tactical Policy - A statement, based on the philosophy stated in a Strategic Policy, that provides additional guidance and clarification for County actions, regulations, procedures and services.
3. Ordinance - An adopted county law, as defined and authorized under Colorado Statutes.

POLICY:

- I. Setting and developing policy is solely the domain of the Board of County Commissioners. Staff may be asked to participate in discussions or otherwise assist the Board in policy

development, however staff's role is to implement effectively the policies of the Board of County Commissioners.

II. The Board adopts the following procedure for the development and adoption of policies and/or ordinances guiding the operations of Larimer County Government:

A. POLICIES:

ACTION	FORUM
1. Board identifies need or Staff presents need for a policy or ordinance to the Board for consideration.	Policy Worksession
2. Board requests staff to prepare a draft for review.	Policy Worksession
3. Staff prepares draft with the assistance of appropriate boards .commissions, and County Attorney, if applicable.	Staff Action
4. Staff presents a draft policy for Board review.	Policy Worksession
5. If draft meets the intent of the Board, the draft is distributed for review and comment. Draft policies should be placed on the County Bulletin Board and, if appropriate, web page. Draft ordinances shall be placed on the County web page for public access.	Staff Action
6. Participation Process - Extent of review and type of comment will be dependent on the policy or ordinance using the public participation guidelines and check list as a guide. (see Board of County Commissioners policy - <i>Public Participation Guidelines</i>) May include: <ul style="list-style-type: none"> • Executive Council • Senior Management Team • Internal distribution • Staff meetings • Public forums • Public Hearings • Media advertising 	Various
7. Board receives input from participation process and revises policy/ordinance based on input.	Policy Worksession
8. Final draft distributed and date for adoption scheduled.	Policy Worksession
9. Strategic policy adopted in formal public meeting	Public Meeting/Hearing

B. ORDINANCES: In addition to the guidelines above, State statutes specify the following procedures for the adoption of an ordinance.

ACTION	FORUM
<p><u>First Reading</u> - The requirement for first reading may be satisfied if the title of the proposed ordinance is read and the entire text is submitted in writing to the Board of County Commissioners before adoption.</p>	<p>At an advertised public meeting of the Board of County Commissioners.</p>
<p><u>Publishing of Ordinance</u> - Must be published in full in a newspaper of general circulation. The ordinance shall be published on the County web page at this point also.</p>	<p>Board of County Commissioners' staff action</p>
<p><u>Second Reading and Public Hearing</u> - Can be held no sooner than 10 days after publication.</p>	<p>At an advertised public meeting of the Board of County Commissioners</p>
<p><u>Final Publishing</u> - Must be published, by title only, and must contain the date of the original publication, and reprint in full, any section of the ordinance which was amended following the initial publication.</p>	
<p><u>Ordinance becomes effective</u> - 30 days after publication, or as stated in the ordinance. An exception to the 30 day period may be made by the Board of County Commissioners for calling special elections or if necessary to the immediate preservation of the public health or safety. The reasons for the exception must be stated in a separate section of the adopted ordinance.</p>	

Adopted this ___th day of _____

 Tom Bender, Chair
 Larimer County Board of County Commissioners

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NG/vl