

BROOKINGS COUNTY, SOUTH DAKOTA
BOARD OF COMMISSIONERS

BYLAWS, RULES OF PROCEDURE, AND POLICIES



APPROVED:

PREFACE

Any reference to South Dakota Codified Law in these bylaws refers to statute(s) as currently enacted as of the date of adoption of these bylaws or as amended thereafter.

These bylaws are intended to provide general guidance in conducting the business of the Brookings County Commission and are not intended to be all-inclusive.

TABLE OF CONTENTS

ARTICLE I – Board Organization	
1.1	Board Membership..... pg. 5
1.2	Term of Commissioners..... pg. 5
1.3	Election of Commissioners and Vacancies in Office..... pg. 5
1.4	Compensation of County Commissioners..... pg. 5
1.5	General Powers of County Commissioners..... pg. 6
ARTICLE II – Rules of General Conduct	
2.1	General Conduct..... pg. 7
ARTICLE III – Officers and Staff	
3.1	Chair and Vice Chair – Election/Vacancy..... pg. 8
3.2	Election of Chair and Vice Chair – Method and Order..... pg. 8
3.3	Chair – Duties and Powers..... pg. 8
3.4	Vice Chair – Duties and Powers..... pg. 8
3.5	Finance Officer as Clerk of County Commissioners..... pg. 8
3.6	State’s Attorney..... pg. 8
ARTICLE IV – Meetings	
4.1	Quorum..... pg. 9
4.2	Session..... pg. 9
4.3	Regular Meetings..... pg. 9
4.4	Special Meetings..... pg. 10
4.5	Executive or Closed Meetings..... pg. 10
4.6	Agenda Preparation..... pg. 11
4.7	Order of Business for Regular Meetings..... pg. 11
4.8	Consent Agenda..... pg. 12
4.9	Preparation and Publication of Minutes..... pg. 12
ARTICLE V – Meeting Procedures	
5.1	Parliamentary Procedure..... pg. 13
5.2	Voting..... pg. 13
5.3	Conflict of Interest..... pg. 13
5.4	Information Disclosure..... pg. 14
5.5	Citizen Participation..... pg. 14
5.6	General Meeting Conduct..... pg. 15
5.7	Preservation of Order by County Board -Enforcement of Obedience to Orders..... pg. 15
ARTICLE VI – Committee/Events	
6.1	Committee/Liaison Assignments..... pg. 15
6.2	Meetings/Events..... pg. 16
6.3	Special (Ad Hoc) Committees..... pg. 16
6.4	Special (Ad Hoc) Committee Recommendations..... pg. 16

ARTICLE VII – Other General Procedures & Policies

7.1	Travel/Mileage Allowance.....	pg. 16
7.2	Stipends.....	pg. 17
7.3	Commission Schedule.....	pg. 17
7.4	Adopted Policies.....	pg. 17

ARTICLE VIII – Other General Procedures

8.1	Review of Bylaws.....	pg. 18
8.2	Procedure to Modify Bylaws.....	pg. 18

ARTICLE I – BOARD ORGANIZATION

1.1 Board Membership. Brookings County shall have a Board of Commissioners consisting of not less than three (3), nor more than seven (7) members, each of whom shall be elected at a general election only. Commissioners are elected at-large, with three (3) commissioners running for election at the general election at which the Governor is elected; and two (2) commissioners running for election at the general election at which the President is elected. *SDCL § 7-8-1.* Brookings County is represented by a five (5) member Board of Commissioners.

1.2 Term of Commissioners. The term of each Commissioner shall be for four (4) years commencing on the first Tuesday of January following an election. *SDCL § 7-8-1.*

1.3 Election of Commissioners and Vacancies in Office. The nomination and election of County Commissioners shall be by a vote of the registered voters of Brookings County. County Commissioners must reside in Brookings County. If any County Commissioner moves from the county or if any County Commissioner fails to attend the commission meetings for four (4) consecutive months, the office shall be declared vacant and such vacancy shall be filled pursuant to SDCL Chapter 3-4. *SDCL § 7-8-2.*

When a vacancy occurs in the Board of County Commissioners, the remaining board member(s) must appoint a suitable person to fill the vacancy that resides in Brookings County. The board has thirty-five (35) days to fill the vacancy or until the conclusion of the second regular meeting after the vacancy occurs, whichever is later. If there is an even number of County commissioners remaining on the board, the Brookings County Finance Officer must act as a member of the board to fill the vacancy. *SDCL § 3-4-4.*

If a vacancy occurs within thirty (30) days preceding an election day at which it may be filled, no appointment shall be made unless it be necessary to carry out such election and the canvass of the same according to law; in that case an appointment may be made at any time previous to such election to hold until after such election or until a successor is elected and qualified. *SDCL § 3-4-5.*

1.4 Compensation of County Commissioners. The method of payment, whether per diem or salary, and the amount of per diem or salary shall be determined by the Board of County Commissioners in each county. *SDCL § 7-7-3.*

If the per diem method is used, the County Commissioners shall be allowed the per diem amount for each day they are actually and necessarily employed in the duties and business relating to county affairs and the duties of their office and in attending and returning from sessions of the board. The County Commissioners shall be allowed mileage for the distance actually traveled in attending the meetings of the board, or when engaged in other official duties. The per diem shall be paid out of the general county fund. The per diem shall be set by the commission on the first regular meeting date in January each year. *SDCL § 7-7-3.*

If the salary method is used, such salary may be set by the Board of County Commissioners at its first regular meeting of each year. If the Board of County Commissioners fails to determine a salary, then the salary of a County Commission in any one year is:

Seven thousand two hundred thirty three dollars (\$7,233) as per diem or salary in counties of thirty thousand (30,000) population or over. *SDCL § 7-7-5.*

An individual Commissioner reserves the right to accept a lower amount or no compensation. They shall submit the amount requested in writing to the Commission Department Director for submission to the Finance Office for payroll processing.

1.5 General Powers of County Commissioners. Per SDCL § 7-8-20, in addition to others specified in law, the Board of County Commissioners shall have power:

1. To institute and prosecute civil actions in the name of the county, for and on behalf of the county.
2. To make orders respecting the care and preservation of all property belonging to the county and to sell any real property of the county when authorized by law so to do.
3. To levy a tax not exceeding the amount authorized by law, and to liquidate indebtedness.
4. To audit the accounts of all officers having the care, management, collection, or disbursement of any money belonging to the county or appropriated for its benefit.
5. To construct and repair bridges; to open, lay out, vacate, and change highways; to purchase or acquire grounds for the courthouse, jail, or other building sites, locate or relocate the courthouse on such sites; to establish election precincts in its county and appoint the judges of elections; and, as a board of equalization, to equalize the assessment roll of its county in the manner provided by law.
6. To furnish necessary blank books, blanks, and stationery for the county finance officer, register of deeds, state's attorney, sheriff, and other elected or appointed county officers, to be paid out of the county treasury; also a fireproof safe or vaults, when in its judgment the same shall be advisable, in which to keep all the books, records, vouchers, and papers pertaining to the business of the board.
7. To superintend the fiscal concerns of the county and secure their management in the best possible manner.
8. To regulate the transactions of business in alcoholic beverages and the use and consumption of alcoholic beverages, to establish the number of on-sale licenses which may be issued, to provide for reasonable classification of on-sale licenses and fix the fees to be charged for the licenses consistent with the provisions of Title 35.
9. To make ordinances prohibiting the sale or exhibition of any obscene matter; however, no county resolutions shall be effective in any incorporated area within said county.
10. To do and perform such other duties and acts as it is or may hereafter be required to do and perform.
11. To provide additional compensation to the county finance officer, county register of deeds, state's attorney, and sheriff. This compensation shall be in addition to the salaries prescribed in SDCL §§ 7-7-9.1, 7-7-12, and 7-12-15.
12. To provide office space, in addition to that provided in the county courthouse, for state's attorneys, appointed officials of the county and other employees.

13. To receive and administer grants, loans and assistance and to enter into agreements for cooperative action, with or on behalf of any public agency or nonprofit organization, to establish, promote and support community development.
14. To enact ordinances to regulate and prevent the placing of ashes, dirt, garbage or any offensive matter in any highway or public ground or in any body or stream of water within the county, but outside of an incorporated municipality or outside of the one mile limits of any incorporated municipality.
15. To enact ordinances to regulate and compel the cleansing, abatement or removal of any sewer, cesspool or any unwholesome or nauseous thing or place.
16. To license and regulate transient merchants, hawkers, solicitors, peddlers, itinerant vendors, and every person retailing tangible personal property or services, unless such business is carried on exclusively within the boundaries of a municipality or is carried on through home solicitations or from a fixed permanent location and place of business in this state where such goods and services are offered on a continuing basis.
17. To enact by ordinance, for any portion of the county which is zoned, certain building codes pursuant to SDCL § 11-10-5.
18. To prohibit or restrict open burning, after consultation with local fire officials and law enforcement officials, in order to protect the public health and safety.

ARTICLE II – RULES OF GENERAL CONDUCT

2.1 General Conduct. The Brookings County Board of Commissioners places great emphasis and importance upon the proper discharge of their duties and responsibilities. In order to encourage cooperation and respect between Commissioners, and to earn the respect of the residents of Brookings County, the board adopted the Brookings County Code of Conduct for County Commissioners, Department Heads, Members of all Boards, Commissions, Committees, Task Forces or other Appointed Advisory Groups.

A County Commissioner must respect the chain of command within a county office or department and understand the role of a County Commissioner as a policy-making position as opposed to a department head administrator's responsibility of overseeing the day-to-day operations of their office or department.

No County Commissioner shall corruptly use or attempt to use their official position or any property or resource which may be within their trust, or perform their official duties, to secure a special privilege, benefit, or exemption for themselves or others.

Refer to the Brookings County Code of Conduct that is an addendum to these bylaws for additional information.

ARTICLE III – OFFICERS AND STAFF

3.1 Chair and Vice Chair – Election/Vacancy. At the first meeting of the Board of County Commissioners each year, the board shall elect a Chair and Vice Chair for a term of one year. The Chair shall continue to serve as Chair until a successor is elected. If there is a vacancy for the Chair or Vice Chair from any cause, the board shall elect another Chair or Vice Chair. The Chair or, in the Chair's absence, the Vice Chair shall preside at the meeting of the board and sign all orders and claims approved by the board. SDCL § 7-8-15.

3.2 Election of Chair and Vice Chair – Method and Order. The board shall vote via voice vote as the method to elect the Chair and Vice Chair. The order of the election shall be to vote for the Chair first and the Vice Chair second.

3.3 Chair – Duties and Powers.

1. Preside at all official and special meetings of the board.
2. Approve the proposed agenda prepared by the Commission Department staff. Final approval of the proposed agenda shall be by a majority vote of the board.
3. Affix their signature to all contracts, bonds and other documents requiring the signature of the Chair upon approval of the board.
4. Be the ceremonial representative of Brookings County and perform such other duties as specified by law or by custom.
5. When approved by a majority vote of the board, the Chair shall be authorized to represent the board as directed.

3.4 Vice Chair – Duties and Powers.

1. Preside at official and special meetings in the absence of the Chair.
2. Affix their signature to all contracts, bonds, and other documents requiring the signature of the Chair when the Chair is unable to do so because of illness or other emergency which, in the opinion of the board, prevents the Chair from performing the functions of the office.
3. Perform such other duties as may be from time to time assigned by the Chair or by a majority vote of the board.

3.5 Finance Officer as Clerk of County Commissioners. The County Finance Officer is the clerk of the Board of County Commissioners and shall keep an accurate record of its official proceedings and carefully preserve all of the documents, books, records, maps, and other papers required to be deposited or kept in their office and carefully perform such other acts and duties as are required by law. SDCL § 7-10-1.

3.6 State's Attorney. The State's Attorney shall give opinions and advice without fee to the Board of County Commissioners and other civil officers of their county, if requested by the board or officers, upon all matters in which the county is interested or relating to the official duties of the board or officers. SDCL § 7-16-8.

ARTICLE IV – MEETINGS

4.1 Quorum. A majority of the entire Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the county. Three (3) members of the county's five (5) must be present to form a quorum and further, three (3) must vote in agreement in order to take any official action. *SD Attorney General Opinion #94.15.*

An official meeting of the board is one where a quorum of the board is present and at which official business is discussed or decided. In order to avoid an open meetings law violation, no more than two (2) commissioners may be present and discuss county business without proper notice of a public meeting. Email discussions that include a quorum of a public body and which discuss the official business of that body could be considered a public meeting subject to open meeting law requirements. Email participation solely for the purposes of scheduling matters would not constitute a public meeting.

It is not an official meeting of one political subdivision or public body if its members provide information or attend the official meeting of another political subdivision or public body for which the notice requirements of SDCL § 1-25-1.1 have been met. *SDCL § 1-25-1.*

All public bodies required to follow the open meetings laws in accordance with SDCL §1-25 must annually review:

1. An explanation of the laws prepared by the Attorney General. *SDCL § 1-11-1(13).*
2. Any other material pertaining to open meetings provided by the Attorney General.
3. Must report completion of the review in the minutes of the public body.

4.2 Session. A session shall mean a period of time that is designated to complete the business of the board.

1. Regular meetings typically occur over a period of one (1) day and are considered as one (1) session which start when the meeting is called to order and end when adjournment is either declared by the Chair or approved by a majority vote.
2. Special meetings may occur over the period of one or more days to complete a session and are considered one (1) session in their entirety.

4.3 Regular Meetings. Except as otherwise required by law, the regular meetings of the board shall be held as follows:

1. The official meetings of the county are open to the public unless a specific law is cited by the county to close the official meeting to the public. *SDCL § 1-25-1.*
2. A "meeting" shall mean the convening of a quorum of the Board of Commissioners for the purpose of deliberating toward or rendering a decision. A "decision" shall mean a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, or measure on which a vote by the Commissioners is required.
3. Unless the board shall otherwise specify, the board shall meet on the first and third Tuesdays of each month at such time that the board shall determine. The Commission Department Director shall provide

a calendar no later than November 30th each year that provides the commission meeting dates for the subsequent year.

4. All regular meetings of the board shall be held in the Commission Chambers located on the third floor of the City & County Government Center, 520 3rd Street, Suite 310, Brookings, SD, unless the board shall otherwise specify.
5. Any official meeting may be conducted by teleconference. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to roll call vote. *SDCL § 1-25-1.5.*
6. The board shall comply with the provisions of the South Dakota Open Meetings Laws as they now or may hereafter exist. All public bodies shall provide public notice, with a proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four (24) hours immediately preceding any meeting, by posting a copy of the notice visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the county's website (www.brookingscountysd.gov) upon dissemination of notice. *SDCL § 1-25-1.1*
7. A period of public comment, limited at the board's discretion as to the time allowed for each topic/speaker and the total time allowed for public comment, but not so limited as to provide for no public comment, shall occur at every official meeting of the board. *SDCL 1-25-1. Refer to the Public Comments Guidelines policy that is an addendum to these bylaws for additional information.*

4.4 Special Meetings. A special meeting of the board shall be held only when:

1. The board may agree to hold a special meeting provided proper notice is given pursuant to the South Dakota Open Meetings Laws. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, the board shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. *SDCL § 1.25-1.1.*
2. The County Finance Officer or the Chair of the Board of County Commissioners may call special sessions if the interests of the county demand it by giving notice of the special session to each County Commissioner and the public in accordance with SDCL § 1-25-1.1. *SDCL § 7-8-14.*

4.5 Executive or Closed Meetings. Executive sessions may be held for the sole purpose of one of the following:

1. Discussing the qualifications, competence, performance, character, or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor.
2. Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters.

3. Preparing for contract negotiations or negotiating with employees or employee representatives.
4. Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business.
5. Discussing information pertaining to the protection of public or private property specific to:
 - a. Any vulnerable assessment or response plan to prevent or mitigate criminal acts.
 - b. Emergency management and response.
 - c. Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed.
 - d. Cyber security plans, computer, communications network schema, passwords, or user identification names.
 - e. Guard schedules.
 - f. Lock combinations.
 - g. Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security of critical systems of the building or facility.
 - h. Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel.

Any official action concerning the matters pursuant to this section shall be made at an open official meeting. An executive or closed meeting must be held only upon a majority vote of the members of the Commission present and voting, and discussion during the closed meeting is restricted to the purpose specified in the closure motion. Nothing in SDCL § 1-25-1 or § 1-25-2 prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. *SDCL § 1-25-2.*

4.6 Agenda Preparation. The meeting agenda will be prepared by the Commission Department Director and/or Commission Department staff with final approval by the Chair.

4.7 Order of Business for Regular Meetings. The order of business is typically conducted as follows:

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Consent Agenda
5. Routine Business
6. Scheduled Agenda Items
7. Regular Business
8. Commission Department Director's Report
9. State's Attorney's Report

10. Commissioner Reports and Discussion
11. Executive Session
12. Adjournment

The preferred practice of the Board of Commissioners is to proceed through the agenda in the order it was published. The board may, depending upon timing, address any items, including Executive Session, out of published order.

If the typical structure of the meeting agenda presents a timing challenge to meet advertised start times, the Commission Department staff may move the order of the agenda items to accommodate other items to fulfill the timing challenges.

4.8 Consent Agenda. The board may use a Consent Agenda under the following conditions.

1. The following items have been determined to be eligible as Consent Agenda items:
 - a. Approval of Minutes
 - b. Approval of Travel Requests
 - c. Approval of Personnel Action Notices
 - d. Approval of Cellular Authorizations
 - e. Approval of the Human Services Report
2. The Consent Agenda is read into the record for full public notice by the Chair.
3. The Chair shall inquire as to whether any Commissioner or citizen desires to remove an item from the Consent Agenda. Any Consent Agenda item(s) that are requested to be removed shall be discussed prior to any regular business agenda items and voted on separately.
4. There shall be no discussion of any individual item on the Consent Agenda. If a request for discussion or a question is raised concerning a Consent Agenda item before the vote, that item shall be removed from the Consent Agenda, discussed and voted on separately.

4.9 Preparation and Publication of Minutes. The unapproved draft minutes of any public meeting held pursuant to SDCL § 1-25-1 that are required to be kept by law shall be available by any person within ten (10) business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five (5) business days after the meeting. Archived minutes shall be available in the Finance Office for public inspection. *SDCL § 1-27-1.17.*

The minutes shall be published in at least three (3) legal newspapers as designated by the Board of Commissioners each year. The board shall publish a full and complete report of all its official proceedings at all regular and special meetings and shall publish proceedings as soon after any meeting as practicable. *SDCL § 7-18-3.*

Such report shall be made out and transmitted within one (1) week from the time such meeting is held. *SDCL § 7-18-5.*

Robert's Rules of Order states that a member's absence from the meeting for which minutes are being approved does not prevent the member from participating in their correction or approval. (*Robert's Rules, 12th ed., pg. 337, 41:11*)

ARTICLE V – MEETING PROCEDURES

5.1 Parliamentary Procedure. Robert's Rules of Order, Newly Revised, 12th Edition, including any updates or amendments thereto, shall govern the board on all of their deliberations except as modified by majority vote of the board.

- A. The board shall not adopt the portion of Robert's Rules of Order that precludes discussion of issues by the Chair or precludes the Chair from voting except where there is a tie vote.

5.2 Voting. The voting procedure shall be as follows:

- A. Tie vote of Commissioners. When the Board of County Commissioners is equally divided on any question, it shall defer a decision until the next meeting of the board, and the matter shall then be decided by a majority of the board. *SDCL § 7-8-18.*
- B. The Chair shall be permitted to vote on all questions.
- C. Except as otherwise provided by statute or rule, all questions shall be determined by the majority vote of the Commissioners. Further, three must vote in agreement in order to take any official action. (*Atty. Gen. Opinion No. 94-15*)
- D. All votes shall be made in open session and duly recorded by the Finance Officer.
- E. If a member intends to abstain, their intention shall be stated immediately after the Chair announces the agenda item. A member who chooses to abstain shall not participate in the discussion or vote on the agenda item. Although it is the duty of every member who has an opinion on a question to express it by their vote, the member can abstain, since they cannot be compelled to vote. (*Robert's Rules of Order, 12th ed. pg. 385, 45.3*)
- F. Roll call votes are always taken for resolutions, ordinances, or any action involving expenditures. The roll call starts with a different member each time, with the Chair being the last to vote on each issue.
- G. Any member of the board may call for a roll call vote for any motion.
- H. In instances of voice votes where there is disagreement on the final tally, the Chair shall ask for a roll call vote.

5.3 Conflict of Interest. No county official may participate in discussing or vote on any issue in which the official has a conflict of interest. Each official shall decide if any potential conflict of interest requires such official to be disqualified from participating in discussion or voting. However, no such official may participate in discussing or vote on an issue if the following circumstances apply:

1. The official has a direct pecuniary interest in the matter before the governing body; or
2. At least two-thirds of the governing body votes that an official has an identifiable conflict of interest that should prohibit such official from voting on a specific matter.

If an official with a direct pecuniary interest participates in discussion or votes on a matter before the governing body, the legal sole remedy is to invalidate that official's vote. *SDCL § 6-1-17*

Pursuant to SDCL § 6-1-17, a board member is prohibited from discussing or voting on an issue in which such member has a conflict of interest. If a board member has a **potential pecuniary or personal** conflict of interest, such member shall disclose that potential conflict to the board prior to consideration of the agenda item. Each board member must decide whether a potential conflict of interest disqualifies such member from participating in the board discussion or voting. If a board member believes they have a conflict, such member shall recuse themselves. Upon disclosure, if a board member believes the potential conflict does not require recusal, the board should then consider whether a conflict of interest exists. A vote of at least two-thirds of the board is required in the finding of a conflict of interest.

As stated in SDCL § 6-1-17, a board member **must** recuse themselves where there is a direct pecuniary interest. A direct pecuniary interest is one that benefits property owned by the board member or affords the member a direct financial gain. An indirect pecuniary interest that may create a conflict of interest is one that financially benefits someone closely tied to the board member, such as an employer or family member. A personal interest is a matter of great importance to a member or blood relative/close friend or a matter in which a member's individual judgment may be affected because of membership in an organization.

Where a conflict of interest exists, a board member shall not participate in the board discussion, any executive session, or any vote on the agenda item. If a board member has a conflict of interest and chooses to participate in the discussion, the member should leave the dais and speak on the item from the audience as a member of the public. *Refer to the Conflict of Interest policy that is an addendum to these bylaws for additional information.*

- 5.4 **Information Disclosure.** An elected or appointed County Officer may receive and consider relevant information from any source to perform the duties of the office. An elected or appointed County Officer may rely on their own experience and background on any official matters, subject to the applicable law and rule concerning recusal and disqualification of a public officer. *SDCL § 6-1-18*

Any public hearing or meeting conducted by an elected or appointed County Officer regarding a quasi-judicial matter as defined in SDCL subdivision §1-32-1(10) may be conducted informally to secure the information required to make a decision. The formal rules of procedure and evidence do not apply to the conduct of the public hearing or meeting. **If an Officer relies upon any evidence not produced at a public hearing or meeting, the officer shall disclose the evidence publicly and include the information in the public record to afford all parties an opportunity to respond or participate.** Failure to make this disclosure may be grounds for the County Officer's disqualification for that particular decision, pursuant to the grounds for disqualification pursuant to SDCL § 6-1-21. SDCL § 6-1-20 (*Emphasis added*).

The member(s) must submit any such information directly to the Commission Office for dissemination to the other board members, the public and county staff at least 24 hours prior to the public meeting at which the information is to be considered. Failure to provide disclosure and submit information at least 24 hours prior to the public meeting may result in the agenda item being deferred to a future meeting date.

- 5.5 **Citizen Participation.** The public body shall reserve at every official meeting a period for public comment, limited at the public body's discretion, but not so limited as to provide for no public comment. *SDCL § 1-25-1.* A time will be reserved at each official meeting for members of the public

to discuss or express concerns to the board on policies and issues affecting county government and its function. Action will not be taken during public comment on any issues brought forth that are not a properly noticed agenda item. *Refer to the Public Comments Guidelines policy that is an addendum to these bylaws for additional information.*

Any written comments or documents a citizen wishes the board to consider regarding a properly noticed agenda item shall be directly submitted to the Commission Office at least 24 hours in advance or sooner to allow for the members to give meaningful consideration to the information. Any written comments or documents submitted after this deadline will be considered only at the discretion of the members.

Any citizen may comment upon agenda items prior to the board's vote. Citizens wanting to speak should approach the podium when the agenda item is introduced. After being recognized by the Chair, they must identify themselves by name for the record before proceeding to address the board. All comments must be directed toward the motion on the floor.

If the board anticipates a large number of citizens wishing to speak or it has a lengthy agenda to address, the board or the Chair may choose to limit the time for each speaker. Provisions may be made so that extra time may be given, should the board consider it necessary. The board encourages lengthy comments to be submitted in writing no less than 24 hours prior to the start of the meeting for meaningful consideration.

5.6 General Meeting Conduct. No member or other person shall speak until duly recognized by the Chair. If a member or other person speaks without being recognized by the Chair, they shall immediately cease speaking if ruled out of order. During public meetings, members shall not send or receive and review electronic messages pertaining to the meeting unless disclosed as part of the meeting for public review.

5.7 Preservation of Order by County Board – Enforcement of Obedience to Orders. The Board of County Commissioners may preserve order when sitting as a board. The board may enforce obedience to all its orders by attachment or other compulsory process. *SDCL § 7-8-19.*

This statute gives the Board of County Commissioners the legal authority to:

- Keep meetings orderly
- Require people to follow their lawful directives
- Use legally recognized enforcement methods if someone refuses to comply

Disruptive behavior or personal attacks of any kind will not be tolerated by citizens or board members alike. Citizens or board members acting accordingly may be removed from the meeting.

ARTICLE VI – COMMITTEES/EVENTS

6.1 Committee/Liaison Assignments. If a commissioner has an interest in a particular area, they should inform the Commission Department Director prior to the first meeting of the year. Newly elected commissioners will be given the assignment list and can indicate areas of interest when they have

orientation/training with the Commission Department Director. All appointments shall be made by the Chair and shall be presented at the first regularly scheduled meeting in January of each year. A commissioner who is appointed as liaison to a board, commission or committee, or other advisory group is expected to attend the meetings and act as a channel of information back to the Board of Commissioners.

- 6.2 **Meetings/Events.** Meetings or events that could involve a quorum of commissioners are publicly noticed via the public notices on agendas or on the Brookings County website's public notice calendar at www.brookingscountysd.gov. All commissioners may attend any properly noticed meetings hosted by another entity.
- 6.3 **Special (Ad Hoc) Committees.** The board may establish from time to time such special committees as are deemed necessary, which shall only be advisory in nature. The purpose shall be determined at the time the special committee is established. A special committee may report recommendations to the board for appropriate action and shall be automatically dissolved when its specific task is completed.
- 6.4 **Special (Ad Hoc) Committee Recommendations.** Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to SDCL § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body. *SDCL § 1-27-1.18.*

ARTICLE VII – OTHER GENERAL PROCEDURES & POLICIES

- 7.1 **Travel/Mileage Allowance.** County Commissioners shall be paid traveling expenses for each mile traveled in the discharge of their official duties. For the purpose of this section, traveling expenses incurred by County Commissioners to attend meetings in the State of South Dakota, called for the purposes of instructing or exchange of information pertaining to county officers and government, are miles traveled in the discharge of their official duties. SDCL §7-7-4
- A. A Commissioner may elect not to be reimbursed for travel expenses.
 - B. Travel reimbursement requests need to be made to the Commission Department Director and must be paid in the fiscal year the travel occurred.
 - C. Commission travel is subject to the same travel policies and regulations that are utilized by all county employees and is subject to majority board approval.
 - D. Commissioners serving in their last ninety (90) days in office shall not be reimbursed for travel for education or conference expenses.

- E. Any travel outside of the course of normal discharge of official duties shall be presented to the Commission for approval prior to completion.

7.2 Stipends.

- A. Each newly elected or newly reelected Commissioner shall receive a \$500 stipend to be used to purchase a computer, iPad, other approved device to receive meeting packets and information.
- B. Each commissioner shall receive a monthly cell phone stipend of \$75 to offset the costs of using their cell phone for county business.

7.3 Commission Schedule.

- A. Generally, commission meetings are held twice a month on the first and third Tuesdays. In even-numbered years, the first meetings in June and November are held on the Thursday following the June Primary and November General Elections so the canvas of those elections can take place as part of the commission meeting.
- B. Other routine events/meetings commissioners should plan to attend:
 - i. January – Brookings Day at the Capitol
 - ii. February – Towns & Townships Meeting
 - iii. April – Equalization Boards
 - iv. April – SDACC Spring Workshop (odd-numbered years)
 - v. April – Sioux Valley Commissioner’s Association Meeting
 - vi. June – Budget Hearings
 - vii. July – 4-H Achievement Days
 - viii. August – Sioux Valley Commissioner’s Association Meeting
 - ix. August – Conservation District Tour
 - x. September – SDACC Fall Convention
 - xi. October – Highway Road & Bridge Tour
 - xii. November – Sioux Valley Commissioner’s Association Meeting

7.4 Adopted Policies. The board has adopted the following policies, which are addendums to these bylaws.

- A. Public Comments Guidelines SDCL §1-25-2 – adopted November 19, 2019
- B. Policy for Appointments to Boards, Commissions and Committees – June 16, 2020
- C. Conflict of Interest Policy – adopted August 1, 2020
- D. Pay/Title Change Request Policy – adopted February 6, 2024, amended April 1, 2025
- E. Pay-Ahead Claims Policy – adopted May 7, 2024
- F. IT Service & Software Policy – adopted October 1, 2024
- G. Media Relations Policy – adopted January 6, 2026
- H. Exempt Employee Compensation Policy in 27-Pay-Period years, adopted January 6, 2026

ARTICLE VIII – OTHER GENERAL PROCEDURES

- 8.1 **Review of Bylaws.** The board shall review the bylaws in January of each year at a regularly scheduled Commission meeting.
- 8.2 **Procedure to Modify Bylaws.** These bylaws and rules may be amended, added to or repealed by an affirmative vote of a majority of the members of the board at any regular or special meeting, provided notice of the intention to amend, add to, or repeal has been included on the agenda.

The Bylaws, Rules of Procedure, and Policies are adopted by the Brookings County Board of Commissioners this ____ day _____, 2026.

Shawn Hostler, Chairperson,
Brookings County Commission

ATTEST:

Lori Schultz, Finance Officer
Brookings County