

## **Chapter 2**

### **ADMINISTRATION**

[As Amended August 15, 2017]

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## **ARTICLE I. IN GENERAL**

### **Sec. 2-1. Personnel rules, regulations.**

Nothing in this Code or in the ordinance adopting this Code shall affect any ordinance or resolution adopting, establishing or amending any job classification and compensation plan for the employees of the county or any other personnel rules, regulations or policies, which has been adopted by the board of commissioners. All such ordinances are recognized as continuing in full force and effect to the same extent as if set out in this Code. (Ord. of 4-5-1994)

### **Secs. 2-2--2-30. Reserved.**

## **ARTICLE II. BOARD OF COMMISSIONERS**

### **Sec. 2-31. Rules of procedure.**

The rules of procedure for the conduct of meetings of the board of commissioners shall be as adopted by the board of commissioners from time to time.

### **Sec. 2-32 Regular Meeting Calendar and Special Called Meetings**

- (1) The Board of Commissioners will establish a Regular Meeting Calendar for each calendar year. The Board will establish and adopt the first such Calendar for the remaining year at the first meeting immediately following the completion of the required readings and public hearings for the same. Subsequent Calendars will be adopted in December prior to the start of the new calendar year. The Board of Commissioners reserves the right to amend the adopted Regular Meeting Calendar by majority vote of the Board.
- (2) Should a Commissioner or the County Administrator desire to change a scheduled meeting date due to a conflict with his/her personal calendar, he/she will submit a Calendar Conflict Notice for consideration by the Board. Said Notice will be delivered to the Chair or County Administrator for placement on the agenda for the first meeting immediate following the receipt of the Notice.
- (3) In addition to a Regular Meeting Calendar, the Board shall have the right and power to hold called meetings at such times and places as the Board may deem necessary. Such called meetings shall be held upon the request of the Chair or by a majority of members of the Board.

### **Sec. 2-33 Code of Conduct**

- (1) **Commissioners.** Each Commissioner shall conduct themselves in a professional and respectful manner during all meetings, work sessions and public hearings. The Commissioners will treat one another, staff, and members of the audience with courtesy and respect. Inappropriate, offensive, insulting or malicious remarks will not be used. Commissioners will refrain from engaging in any type of behavior that disrupts the orderly flow of the meeting. During the open, public portion of a meeting, Commissioners will refrain from making personal remarks that challenge the integrity or competency of any staff member.  
Commissioners will direct all remarks to the Chair and not to individual Commissioners, staff or members of the audience, unless otherwise granted by the Chair.

**(2) Members of the audience.** All members of the audience are expected to comply with the Code of Conduct established for the Commissioners. Vocal, boisterous or other disruptive demonstrations that disrupt the orderly flow of the meeting will not be allowed.

**(3) Enforcement of the Code of Conduct.** The Sheriff, or such member of the Sheriff's Office as he/she may designate, shall be sergeant at arms of the Commissioners' meetings. Said sergeant at arms shall carry out all orders and instructions given by the Chair for the purpose of maintaining order and decorum during the Board of Commissioners meeting. Upon instruction of the Chair, it shall be the duty of the sergeant at arms to place any person who violates the order and decorum of the meeting under arrest and remove such person from the building in which the meeting is being conducted.

### **Sec. 2-34 Rules Governing Public Participation**

Public participation in the Board of Commissioners meetings shall be permitted in accordance with the following provisions:

- (a) **Speaker Request Form.** The Speaker Request Form can be requested in advance from the County Clerk, obtained from the county website, or obtained at any Board of Commissioners regular meeting. The form may be completed and submitted to the Clerk prior to any meeting by hand delivery, regular mail or email.
- (b) **Public Comment(s) Section.** Persons wishing to address the Board during the Public Comments Section of the agenda should do so in the following manner:
  - (1) Clarification of two (2) public comment sections. The **first public comment section** shall be featured at the beginning of the meeting and will be dedicated to comments related to items featured on the agenda. The **second public comment section** will be featured prior to the close of the agenda and will be for any items the public wishes to address.
  - (2) Complete a Speaker Request Form (Form) and submit it to the County Clerk at least five (5) minutes before the start of the meeting. Failure to complete and submit the Form will not preclude anyone from addressing the Board during Public Comments section of the meeting. However, individuals who complete and submit the Form shall be heard first, and any other person wishing to make a comment shall subsequently be heard in the order in which they come forward.
  - (3) The Chair will open the floor to public comments and individually call each speaker forward to address the Board.
  - (4) The speaker should begin his/her remarks by stating his/her name and address.
  - (5) All comments should be directed to the Chair. Discussions or debates with any individual Commissioner, staff members or members of the audience will not be permitted unless otherwise granted by the Chair.
  - (6) Comments should be kept pertinent to the speaker's chosen subject matter, and the speaker will refrain from making personal remarks that challenge the integrity or

competency of any staff member. The speaker will avoid being repetitive, and refrain using inappropriate, offensive or vulgar language.

- (7) Each speaker will be allowed a reasonable amount of time to speak as determined by the Chair.
  - (8) Before closing the floor to public comments, the Chair will inquire if there are any additional public comments.
- (c) **Public Hearings.** Persons wishing to address the Board during a duly advertised public hearing will be heard in the order in which they come forward. Speakers will begin his/her remarks by stating his/her name and address. Comments are to be kept pertinent to the subject matter of the hearing, and the speaker will avoid being repetitive or using inappropriate, offensive or vulgar language. Each speaker will be allowed a reasonable amount of time to speak as determined by the Chair.

### **ARTICLE III. GRANT MANAGEMENT**

#### **Sec. 2-51. Purpose.**

- (a) Camden County recognizes that grant funding provides significant resources to enhance the county's ability to provide service and activities not otherwise available. The county will seek grant funding for activities, which are in the best interests of our citizens. The county will examine the benefits of grant funding prior to application and decline funding determined not to meet the above criteria.
- (b) The purpose of this policy is to provide procedures relating to the requirements for application and contracts for grants, and
- (c) To ensure that county departments are accountable for proper grant documentation, administration, and activities. (Ord. of 6-21-2005, § 1)

#### **Sec. 2-52. Applicability.**

This policy applies to all Camden County offices/departments and to all county officials and their employees. (Ord. of 6-21-2005, § 2)

#### **Sec. 2-53. Grant application.**

Grant applications may be completed and submitted by department heads after direction from the board of commissioners or the county manager. If the grant application is approved by the county manager, he or she will notify the board of commissioners at their next regularly scheduled meeting. If any matching funds are required for the grant application, the county manager or his/her designee will disclose the amount of matching funds required to the board of commissioners in a public meeting before the application is made. If matching funds are required, the board of commissioners shall have the sole authority to approve the application. Applications requiring signature of the county's executive authority may be signed by the board chairman or the county

manager after the grant application is approved by the board of commissioners. (Ord. of 6-21-2005, § 3)

**Sec. 2-54. Grant contract/requirements for approval.**

Prior to acceptance of any funding or expenditure of funds on any grant activity, a written contract is required. Approval of grant contracts will be in accordance with Camden Purchasing/Contracting Policy and Procedure. If the contract requires modification of the county budget, a completed budget modification form or budget change form must be submitted to the board with the contract. (Ord. of 6-21-2005, § 4)

**Sec. 2-55. Compliance with grant requirements.**

The county manager or his/her designee is responsible for compliance with all aspects of grant requirements including monitoring to ensure that grant activities are properly accomplished, grant accounting and tracking, and ensuring that requests for reimbursement are accurate and submitted on schedule or as soon as possible after completion of grant activities. (Ord. of 6-21-2005, § 5)

**Sec. 2-56. Responsibility for maintenance of file and public disclosure.**

The original grant application, contract and any approved amendments are retained by the county clerk or by his/her designee with a copy of each being provided to the finance director. The official grant file including a copy of the signed contract and all documents associated with the grant, including but not limited to the contract and amendments, applications, activity reports, requests for reimbursement, fiscal reports, and other correspondence will be maintained by the finance director or his/her designee. Any destruction of these records will be in accordance with the approved retention schedule in the appropriate department. Public disclosure requests regarding grants will be referred to the county clerk for coordination of public records gathering and release. (Ord. of 6-21-2005, § 6)

**Sec. 2-57. Grant revenues.**

- (a) Revenue accounts will be established by the finance director or his or her designee. All revenues are to be received by the finance department for proper deposit.
- (b) All grant revenues will be deposited to accounts specific to the grant and grant year. The finance director's accounting staff will create and maintain revenue numbers that ensure identification of grants by year, separate direct and indirect costs, and provide for tracking of accruals.
- (c) The finance director must ensure that for reimbursement-based, multi-year grants, both revenues and expenditures are budgeted in the year during which the grant activity will be performed. Reimbursements for grant activities performed in one calendar year and not actually received until the next calendar year are considered accruals and deposited as such. Revenues for grant activities in future years will be recorded as "restricted fund balance" and budgeted in each succeeding year according to the grant contract.

- (d) The finance director and his/her designee, in coordination with the receiving department head, will be responsible to ensure that grant revenues are properly budgeted and that they are deposited into the proper revenue accounts immediately upon receipt. (Ord. of 6-21-2005, § 7)

**Sec. 2-58. Grant signature authorization form.**

For obtaining signatures of the board of commissioners' office personnel, signature authorization forms should be delivered to the county clerk. Signature of the chairman of the board of commissioners on authorization forms may be obtained without a public meeting. The following signature authorities should be included:

- (1) Applications/revised applications. Chairman of the board of commissioners or the county manager.
- (2) Contracts/contract modifications. Chairman of the board of commissioners or the county manager depending on the grant amount. If the grant amount exceeds \$10,000.00, the chairman of the board of commissioners will sign all contracts or contract modifications.

**ARTICLE IV. Records Retention Schedules for Local Government**

**Sec. 2-70 Records Retention Schedules for Local Government.**

- 1.) As required by Georgia Records Act (O.C.G.A. § 50-18-90 through § 50-18-103), the Camden County Board of Commissioners hereby adopts the Records Retention Schedules for Local Government Records as published by the Georgia Secretary of State and any such amendments, revisions, or additions thereto, as may be adopted and published by the Georgia Secretary of State's Office. Records of Camden County, Georgia and its departments shall be maintained in accordance with the Records Retention Schedules for Local Government Records, as amended and published by the Georgia Secretary of State's Office. As a reference, a copy of the Records Retention Schedules for Local Government Records, as amended and published by the Georgia Secretary of State's Office, shall be kept on file with the Clerk of the Camden County Board of Commissioners.
- 2.) Each duly appointed Camden County department head shall be designated as the records custodian for their respective department. The Clerk of the Board of Commissioners shall be the records custodian for the Board of Commissioners. The Clerk of the Board of Commissioners shall further serve as the Records Retention Coordinator for the Camden County Board of Commissioners.
- 3.) Each independent appointed board (i.e. the Board of Assessors, the Board of Equalization, and the Board of Registrars) and the Camden County Library Board shall be responsible for designating a records custodian for their department.

- 4.) Each elected Constitutional Officer, or his or her assignee, shall be designated as the records custodian of their respective departments as required by law and as amended from time to time.
- 5.) Each records custodian shall take steps necessary to ensure the records of their department are maintained in accordance with the Records Retention Schedules for Local Government Records, as amended and published by the Georgia Secretary of State's Office.
- 6.) Whenever any records are destroyed by the Camden County Board of Commissioners or its departments, a certificate of destruction, which shall show the type of records destroyed, the approved retention schedule, the dates covered and the volume destroyed, shall be prepared by the records custodian of those records and forwarded to the Records Retention Coordinator and County Administrator. These certificates of destruction shall be permanently kept by the Records Retention Coordinator for the Camden County Board of Commissioners and shall be subject to the Open Records Act.

## **ARTICLE V. RECORDS MANAGEMENT ORDINANCE**

### **Sec. 2-80 Short Title.**

This Ordinance shall be known and may be cited as the "Records Management Ordinance."

### **Sec. 2-82 Adoption of the Georgia Records Act.**

The Board of County Commissioners hereby adopts the Georgia Records Act, O.C.G.A. § 50-18-90 et seq, and the rules and regulations, as amended from time to time, as a basis for establishing a records management program.

### **Sec. 2-84 Definitions.**

For the purpose of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein, except where the context is clearly indicates a different meaning.

1. Agency means any County office, department, or division of the Camden County Board of County Commissioners created or established by law and under the jurisdiction of the Board of County Commissioners. Records of the judiciary, Constitutional Officers, and independent boards are expressly excluded from this Ordinance.
2. Board means the Camden County Board of County of County Commissioners.
3. County means Camden County, a political subdivision of the State of Georgia.
4. Records means all documents, papers, letters, maps, books (except books in formerly organized libraries), microfilm, magnetic tape, audio and video tapes, or other material, regardless of physical form or characteristics, made or received pursuant to law or

ordinance or in performance of functions by any agency. All records created or received in the performance of a public duty or paid for by public funds by Camden County are deemed to be public property and shall constitute a record of public acts.

5. Record Series means documents or records having similar physical characteristics or relating to a similar function or activity that are filed in a unified arrangement.
6. Records Retention Schedule means a set of disposition instructions prescribing how long, where, and in what form a record series shall be kept.

**Sec. 2-86 Records Management Plan.**

- 1.) The Clerk of the Board of County Commissioners shall be responsible for establishing and administering the records management plan and is hereby designated as the Records Management Officer for the Board. The Clerk will act for and on behalf of the Board in directing and coordinating all records management matters for the Board of County Commissioners.
- 2.) The Board of County Commissioners has adopted the Records Retention Schedules for Local Government Records as published by the Georgia Secretary of State and any such amendments, revisions, or additions thereto, as may be adopted and published by the Georgia Secretary of State's Office. A reference copy of the adopted Records Retention Schedules for Local Government Records shall be kept on file with the Clerk of the Board of County Commissioners.
- 3.) Records in the custody and control of the Board of County Commissioners and its departments shall be maintained in accordance with the approved and adopted retention schedules.
- 4.) No record in the custody and control of the Board of County Commissioners and its respective departments shall be destroyed except as authorized by the approved and adopted retention schedules.

**Sec. 2-88 Severability.**

If any section, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and such remainder shall remain in full force and effect.

**Sec. 2-88 Effective Date.**

This Ordinance shall be in full force and effect upon and after its final passage.