

# Operating Procedures for AMC Policy Committees

A publication of the Association of Minnesota Counties

## I. DEFINITIONS

*The following defined terms shall have the meanings given unless otherwise provided or indicated by the context of this document.*

- A. "Association" means the Association of Minnesota Counties.
- B. "Board" means the Board of Directors of the Association.
- C. "Policy Committee" means those standing committees established by the Board of the Association.
- D. "Commissioner" means a duly elected and qualified county commissioner.
- E. "County Official" or "Official" means any duly elected or duly appointed and qualified employee of a department, agency or instrumentality of a county who serves on either a full-time or part time basis.
- F. "AMC Delegate" means a person appointed annually by their county board from among the officials and employees of the county to represent their county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association.
- G. "Member County" means any county in the State of Minnesota that pays the annual membership fee established by the Association.
- H. "District" means the AMC Districts as established by the Board of Directors.
- I. "Policy Committee Member" means any AMC Delegate appointed by the district to one of AMC's five Policy Committees.

## II. ESTABLISHMENT

*The AMC Board of Directors hereby establishes the following AMC Policy Committees:*

- A. Environment & Natural Resources
- B. General Government
- C. Health & Human Services
- D. Public Safety
- E. Transportation

## III. GENERAL PURPOSES

*The general purposes of the AMC Policy Committees shall include:*

- A. To secure the input and cooperation of counties in the study of county issues and provide a forum for the application of the knowledge obtained to improve the management and accountability of county government.
- B. To provide a formal process whereby county officials may exchange information, ideas, experiences and obtain expert advice.
- C. To develop and recommend to the AMC Board of Directors and the Association membership, policies and programs that will assist in county government effectiveness and efficiencies.
- D. To assist Association staff in the representation of the Association's adopted county policy positions to the Legislature, state administrative agencies, other levels of government and the public.

## IV. JURISDICTION

*Each Policy Committee shall have primary jurisdiction over the following subject matter.*

- A. Environment & Natural Resources Policy Committee: Solid waste, natural resource management, water quality, air quality, land use and other issues associated with these topic areas.
- B. General Government Policy Committee: Finance, taxation, personnel, intergovernmental relations, county structure, economic development and other issues associated with these topic areas.
- C. Health & Human Services Policy Committee: Public health, health care, welfare, social services, jobs and training, and other issues associated with these topic areas.
- D. Public Safety Policy Committee: Public safety, law enforcement, probation services, corrections, and other issues associated with these topics.
- E. Transportation Policy Committee: Transportation, agriculture, drainage and other issues associated with these topic areas.

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## V. POLICY COMMITTEE MEMBERSHIP

***Membership on the Policy Committees shall be made in accordance with the following:***

- A. Each AMC District shall appoint at least two but no more than three delegates to each Policy Committee, provided that any district composed of more than 12 counties may appoint one member to any Policy Committee for each member county. Each county must have at least one delegate appointment to a Policy Committee. In those districts that have a population three times as large as the next smaller district, the district may appoint up to one delegate from each member county to each policy committee.
- B. District appointments to each Policy Committee shall be made in accordance with the appointment procedures adopted by each District.
- C. District appointments shall serve for a period of two years commencing July 1 of each even numbered year.
- D. If for any reason a vacancy occurs on the Policy Committee, the District Director of the affected district shall appoint a delegate to serve the unexpired term of either a voting delegate or an alternate. Such appointment must be made in accordance with operating procedure VA.
- E. Each District may appoint at least one alternate for each Policy Committee chosen in accordance with appointment procedures adopted by each District. In the event that a district appoints more than one alternate, the District shall designate the rank order of each alternate (eg. first, second, third).
- F. Each District shall annually review Policy Committee membership to ensure full District representation. The attendance at Policy Committees shall be recorded. In the event of two successive absences, the affected District Director shall be notified and the District Director may appoint a new delegate to replace the absentee.
- G. Organizations of county officials or employees may designate (when approved by the AMC Board of Directors) one or more of their members to serve as ex-officio members of the Policy Committees.

## VI. SUB-COMMITTEES

***Each Policy Committee may organize in any manner which best serves the needs of the committee including the creation of sub-committees. Sub-committees are committees established by the Policy Committee for the purpose of providing policy input to the full committee on broad policy issues; of supplying technical support and policy direction to Policy Committees or to study a specific issue that is under the purview of the Policy Committee.***

***Policy Committees should consider the establishment of sub-committees where any of the following criteria exist:***

- 1. An issue is of such complexity or importance that special emphasis should be given to the topic.
- 2. The issue cannot be dealt with using the normal committee process.
- 3. The issue is technical in scope and requires the specialized knowledge that county professional staff may provide.
- 4. The issue is a broad policy area that should be given additional time for policy development that may not be available within the normal committee process.

***When policy sub-committees are established, the following guidelines should be used for their establishment:***

- 1. The mission, goals, objectives, duration, and topic issues to be dealt with by the sub-committee must be written and be clearly understood by all who are involved.
- 2. The president of AMC shall appoint sub-committee chairs and members of the sub-committee after consultation with the Policy Committee chair. Only appointed members of the Policy Committee shall be eligible to vote on sub-committee issues. Membership on a sub-committee should reflect a balance and range of diversities.
- 3. The recommendations of all sub-committees shall be forwarded to the full committee for action.
- 4. Non-delegates or non-members of a Policy Committee may be invited to participate as members of the sub-committee.

## VII. REGULAR MEETINGS, QUORUM & VOTING

- A. Regular Meetings: The Policy Committee may provide by resolution the time and place for holding regular meetings of the Committee. The Committee shall hold at least two regular meetings each year to consider resolutions submitted by member counties. A written notice of every meeting of the Committee shall be mailed to each member of the committee. Such notice shall state the time and place of the meeting.
- B. Quorum: Ten members shall constitute a quorum for the transaction of business by the Committee.
- C. Voting: Each committee member shall be entitled to one vote on any matter before the committee. All motions shall carry by a simple majority. A committee alternate may vote only when one delegate member is absent at the time of voting.
- D. Expenses: AMC does not reimburse committee members for travel expenses associated with attendance at committee meetings, nor does AMC pay a per diem to committee members.

## VIII. OFFICERS

***Each Policy Committee shall annually elect a committee chair and vice chair.***

- A. The election shall be held at the first meeting following the adjournment of the legislature. The chair shall preside at all regular committee meetings; shall perform the usual duties of the chair and may speak for or on behalf of the committee. In the absence of the chair, the vice chair may perform the duties of the chair. No chair may serve more than two consecutive one-year terms.
- B. A policy committee member or alternate member may be elected as chair or vice chair of a policy committee meeting. However, if an alternate member is elected chair or vice chair, they will not be allowed to vote unless their district delegation is not complete and the alternate would otherwise be able to vote.
- C. The chairperson of each Policy Committee shall serve as an ex-officio member of the Board of Directors. Chairpersons shall receive a per diem and be reimbursed for expenses for all board meetings, legislative steering committee meetings or for those approved duties outside the regular duties of the chairperson.
- D. Policy Committee Chairpersons and Vice Chairpersons are expected to represent the Association and its interests ethically and with honesty. In the event that a Committee Chairperson or Vice Chairperson publicly misrepresents or acts in opposition to positions of their committee duly adopted by the Association, the AMC Board of Directors may remove the individual from the position or the policy committee may recall the individual at a regularly scheduled Policy Committee meeting.

## IX. ISSUE ADVISORY COMMITTEE

***The Association should consider the establishment of an Issue Advisory Committee in those instances where any of the following criteria exist:***

- A. The policy issue is an issue not normally dealt with within the current policy committee structure due to the fact that the issue is too broad in scope, requires a broad range of expertise not found within any particular policy committee or is outside the primary focus of a single Policy Committee.
- B. The issue is focused on a specific topic or issue that needs more attention than an existing Policy Committee or sub-committee would be able to give.
- C. The issue is a long term concern and will not be a part of the ongoing policy committee process of the Association in the foreseeable future.

***If it is determined that an Issue Advisory Committee is needed, the following guidelines should be used for their establishment:***

1. The mission and scope of the Issue Advisory Committee must be clearly defined.
2. Membership on an Issue Advisory Committee should reflect balance and the range of diversities within the AMC membership.
3. The operating procedures of each Issue Advisory Committee should be established by the AMC Board of Directors.
4. It should be clearly stated and known who the Policy Advisory Committee reports to. (i.e., Board of Directors, Policy Committee, Legislative Steering Committee, etc.)
5. The Issue Advisory Committee shall be a permanent committee of the Association unless otherwise determined by the Board of Directors.

## X. TASK FORCES

***The Association should consider the establishment of task forces in those instances where any of the following criteria exist:***

- A. The issue is an issue not normally dealt with within the current policy committee structure due to the fact that the issue is either too broad or outside the focus of a particular Policy Committee.
- B. The issue is focused on a specific topic or issue that would need more attention than an existing Policy Committee or sub-committee would be able to give.
- C. The issue is extremely high profile and added "public" attention is needed.
- D. The issue is a short term or emerging issue not previously dealt with by the Association.
- E. It is a special project of the AMC Board, Executive Committee or President.

***If it is determined that a task force is needed, the following guidelines should be used for their establishment:***

1. The mission of the task force must be defined and the expected product of the task force clearly established.
2. A beginning and ending date for the task force should be established. Except in special circumstances, task forces should be appointed for no more than twelve months.
3. Membership on the task force should reflect a balance and range of diversities.
4. The task force appointments should be made by the president and ratified by the Board of Directors.
5. It should be clearly stated and known, who the task force reports to. (i.e. Board of Directors, Policy Committee, Legislative Steering Committee, etc.) Except in special circumstances, task forces should report to the Board of Directors.
6. The task force may be renewed if the mission and goals of the task force continue to exist or the task force has a part in a policy implementation plan.

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