

County Clerk's Standards

TOPIC: Commissioners

SUB TOPIC: Secretary to Board of County Commissioners

Introductory Statement: The County Clerk is required by statute to serve as secretary to the Board of County Commissioners. The clerk is required to attend all meetings of the Commissioners either in person or by deputy, take minutes of the meeting and sign and issue all orders approved by the Commissioners.

Here are the Duties: The County Clerk in most counties prepares the agenda for the Commission meeting and makes it available to any person requesting it prior to the meeting. The Clerk also keeps a Journal of the minutes of the meetings of the Commissioners and keeps records of correspondence, resolutions and claims. In larger counties the Board of County Commissioners may hire a secretary that devotes all their time to Board business and is appointed as a deputy county clerk in order to comply with statute.

Legal Reference(s): K.S.A. 19-304 and K.S.A.19-305

Best Practices: Reading over past minutes to familiar yourself with what has been done before is one resource. There are many books on taking minutes and Roberts' Rules of Order. It is also a good idea to be familiar with the Kansas Open Meetings Act K.S.A. 75-4317.

Background:

Sample Forms, Letters and Other Reference Material:

The following executive session sheet was made by Don Merriman of Saline County and can very helpful. Other Clerk's have similar forms for reorganization and other items of business that are repeated.

Motion to recess to executive session from public session.

Date _____

Motion by: _____

- Personnel Exception (non-elected personnel)
- Attorney-Client Privilege Exception
- Exception Related To Employer-Employee Negotiations
- Confidential Data (Trade Secrets) Exception
- Student, Patient or Resident Exception

- Land Acquisition Exception
- Security

Subject to be discussed _____

Those Present: ____ Commissioners

____ Road & Bridge Supervisor

____ Shop Foreman

____ County Coordinator

____ County Counselor

Others: _____

Motion Seconded By: _____

Amount of time: _____ Time In: _____ Time Out: _____

Passed _____ Failed _____

Sources:

Books

There are several books available on taking minutes.
K.S.A. 19-212 provides the powers the Commissioners
have while in session.

Web Sites

Organizations