



## **LARIMER COUNTY POLICIES BOARD OF COUNTY COMMISSIONERS**

**SUBJECT:** BCC Policy # 11182008P001  
**GUIDELINES FOR BOARD OF COUNTY COMMISSIONERS'  
POLICY WORK SESSIONS**

**REVISION DATE:** November 18, 2008

**REVIEW:** Annually

**CANCELLATION:** Guidelines for BCC Policy Work Sessions, BCC P#01212003P002,  
dated January 21, 2003

**CONTACT:** County Manager

**ATTACHMENTS:** None

**REFERENCE:** [Governing Policies Manual 3.9; Communication and Support to the Board](#)

**REVISION LOCATOR:**

1. Section II
2. Section III
3. Section IV (deleted)
4. Section IV (new)
5. Section V (new)

**PURPOSE:** To provide policy and guidance for the Board of County Commissioners' weekly policy worksession.

**POLICY:**

- I. All policy worksessions are open to the public and to the media.
- II. Agendas for policy worksessions will be developed ahead of time as much as possible and made available to the public, the media, and all division heads.

III. Policy worksessions are intended as an informal time for the Board of County Commissioners to discuss items among themselves, propose ideas for discussion, and work out issues in a free flowing forum.

If the Board of County Commissioners feels it would be helpful, they may invite appropriate staff to attend a policy worksession. As a rule however, policy worksessions are set aside for internal Board discussion and staff attendance or participation is inappropriate.

IV. Requesting a worksession:

A. A worksession may be requested by any Commissioner on any subject. The County Manager will schedule a Commissioner requested worksession as soon as the Commissioners' schedule allows. A majority of the board vote is not required to bring an item to a Board worksession.

B. A worksession on a specific subject may be requested by County staff to consult with the Board. Staff may request a worksession through the County Manager. The County Manager will determine if a staff requested worksession is appropriate or if some other form of communication would be preferred. If a worksession is appropriate, the County Manager will schedule a worksession as soon as the Commissioners' schedule allows.

V. Canceling or pulling an item from a Commissioner Worksession:

A. After a worksession has been scheduled, a majority of the board vote is required to cancel the worksession. This does not apply to rescheduling of worksessions for administrative reasons.

Adopted this 18<sup>th</sup> day of November, 2008

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Glenn Gibson, Chair  
Larimer County Board of County Commissioners  
*(BOCC approval and signature – Consent Agenda – 11/18/2008)*

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