

ACCG Policy Procedures

I. **Purpose.** The ACCG Board of Managers has adopted these procedures to replace the 2017 Policy Council Objectives Rules and Operating Procedures and the 2017 Business Session Rules and Operating Procedures to Adopt the Legislative Agenda.

A. **Objectives.** These procedures are designed to further the following objectives established in Article I of the ACCG Bylaws:

1. Provide a structure in which ideas can be presented and unified policy positions developed;
2. Ensure that the legal basis of counties is such that public services may be provided in a cost-effective manner;
3. Ensure that local authority is protected to establish policies that meet the unique needs of each county;
4. Ensure that an adequate revenue base for counties exists;
5. Provide Congress, the General Assembly, and federal and state agencies with the information necessary for the development of sound policy impacting county government;
6. Educate county staff on state and federal policies impacting county government and provide guidance on local implementation; and
7. Speak with a unified voice, supporting the interests of county residents and taxpayers.

B. **The Policy Agenda.**

1. **Purpose.** The Policy Agenda is a guide for the ACCG Policy Team in influencing legislative and administrative actions in the state and federal government on behalf of Georgia counties.
2. **Definition.** The ACCG Policy Agenda includes the ACCG Guiding Principles and the policy objectives proposed by the policy committees, recommended by the Policy Council and voted on by the membership. The Policy Agenda also includes a designation of top priority policy objectives established by a vote of the membership.
3. **Approval.** The Policy Agenda is presented to the ACCG Membership for approval at the ACCG Business Session held before the legislative session in accordance with these procedures.

II. ACCG Policy Committees

A. **Number of Policy Committees.** There are seven Policy Committees:

1. Economic Development and Transportation Committee;
2. Federal Committee;
3. General County Government Committee;
4. Health and Human Services Committee;
5. Natural Resources and the Environment Committee;
6. Public Safety and the Courts Committee; and
7. Revenue and Finance Committee.

B. Purpose of Policy Committees. The ACCG Policy Committees study policy objective recommendations from the membership and ACCG staff and provide the Policy Council a list of recommended policy objectives for the proposed Policy Agenda.

C. Duties of Policy Committees.

1. To research and study policy issues of importance to counties related to the subject matter of the Policy Committee
2. To meet at least annually to recommend to the Policy Council policy objectives on issues related to the subject matter of the Policy Committee.

D. Policy Committee Officers. Following the Annual Meeting of the ACCG Membership, the President appoints the Chair and Vice Chair of each committee.

E. Voting Members of Policy Committees. Voting members of the committees shall be made up of county governing authority elected officials, county administrators, county managers, county clerks and county attorneys. A voting member may designate another county official to vote at a policy committee meeting with appropriate written documentation.

F. Assistance to the Policy Committees. Committees may invite issue experts to attend meetings in a non-voting advisory capacity.

III. ACCG Policy Council

A. Purpose of the Policy Council. To provide direction to the ACCG Policy Team as they represent ACCG members with the state and federal government.

B. Duties of the Policy Council.

1. To meet at least annually to review the recommended policy objectives from the Policy Committees.
2. To resolve conflicts between Policy Committee recommendations, as necessary.
3. To establish a proposed Policy Agenda for the upcoming year and submit it to the membership for consideration and a vote at the ACCG Business Session.

4. To provide guidance to the ACCG Policy Team on specific issues arising in Congress, the Georgia General Assembly, federal agencies or state agencies in between meetings of the ACCG membership.
5. To hold meetings while the General Assembly is in session, take positions on legislation at the request of staff or the membership and accept or decline negotiated agreements with legislators

C. **Policy Council Officers.** The ACCG First Vice President serves as Chair. The ACCG Second Vice President serves as Vice Chair. In the event that either is unavailable, then the Third Vice President or most recent active Past President may serve.

D. Voting Members of the Policy Council

1. Executive Committee:

- a) President
- b) First Vice President
- c) Second Vice President
- d) Third Vice President
- e) Immediate Past President
- f) Two additional members elected by the Board of Managers

2. Policy Committee Chairs and Vice Chairs:

- a) Economic Development and Transportation Chair
- b) Economic Development and Transportation Vice Chair
- c) Federal Committee Chair
- d) Federal Committee Vice Chair
- e) General County Government Chair
- f) General County Government Vice Chair
- g) Health and Human Services Chair
- h) Health and Human Services, Vice Chair
- i) Natural Resources and the Environment Chair
- j) Natural Resources and the Environment Vice Chair
- k) Public Safety and the Courts Chair
- l) Public Safety and the Courts Vice Chair
- m) Revenue and Finance Chair

n) Revenue and Finance Vice Chair

3. Section Representatives:

a) County Attorneys' Section President

b) County Clerks' Section President

c) County Managers'/Administrators' Section President

E. Policy Council Meetings

1. **Recorder.** ACCG staff shall record the minutes of meetings of the Policy Council.

2. **Parliamentarian.** The President of the ACCG County Attorneys' Section or his or her designee shall serve as the Parliamentarian.

3. **Quorum of the Policy Council.** A majority of members currently in office. Policy Council members unable to be physically present at a meeting can participate telephonically for purposes of obtaining a quorum and voting.

4. **Amendments to the Proposed Policy Agenda.**

a) **Amendments by Members of the Policy Council.** Amendments to the proposed policy objectives or guiding principles may be made in writing by members of the Policy Council.

b) **Amendments Proposed by the Membership.** Amendments to the proposed policy objectives or guiding principles from the ACCG Membership must be provided in writing on an ACCG Amendment Form to the Policy Council Chair with a copy to the ACCG Legislative Director no later than noon the business day before the Policy Council meeting.

IV. ACCG Membership

F. **Role of Membership.** ACCG members allow ACCG to speak with a unified voice for Georgia counties by participating in the ACCG Policy Committees and voting on the ACCG Policy Agenda.

G. **Approval by Membership.** The Policy Agenda shall be submitted for approval by the membership at a Business Session. The requirements for voting on the Policy Agenda at the Business Session include:

1. **Quorum of Members.** Twenty-five (25) member counties shall be considered a quorum.

2. **Credentials Committee.** The ACCG President will appoint three voting members to the Credentials Committee prior to the Business Session to oversee the distribution of voting credentials.

a) **Chair of Credentials Committee.** The ACCG Second Vice President shall

serve as the nonvoting Chair of the Credentials Committee. In the absence of the Second Vice President, the Third Vice President shall serve as the nonvoting Chair.

b) **Duties.** The Credentials Committee shall examine the credentials of the voting delegates and decide any contested claims to represent a member county.

c) **Report to Membership.** The Chair shall report to the ACCG Membership at the Business Session regarding the official number of voting delegates that have received their voting credentials.

3. **Debate amongst Membership.** Participation in the debate of any matter is limited to the following individuals from a member county: member of a governing authority, employee of a governing authority and designees of a voting delegate.

4. **Amendments and Resolutions from Membership.** Amendments to the Policy Agenda and resolutions may be proposed from the Membership under the following conditions:

a) Proposed amendments or resolutions must be in writing on an ACCG Amendment Form;

b) Proposed amendments or resolutions must be co-signed by five (5) commissioners that are each from a different county in good standing; and

c) Completed, proposed amendments or resolutions must be submitted to the President prior to the start of the Business Session.

5. **Voting by the Membership.**

a) Each member county is allowed one vote to be made by the voting delegate.

b) A voting delegate shall be the individual designated by the governing authority of the member county. If the governing body did not designate a voting delegate, then the voting delegate shall be the chair or sole commissioner of the member county or his or her designated member of the governing body.

c) Votes may only be cast by voting delegates in attendance at the Business Session. Voting by proxy is not permitted.

d) The President may determine the method of voting. However, five (5) members or more may demand a roll call vote.

e) An affirmative vote by a simple majority of the credentialed voting delegates is required to constitute the approval of the ACCG

Membership.

V. ACCG Policy Team

- H. **Purpose.** The ACCG Policy Team assists the ACCG membership in developing and implementing the Policy Agenda.
- I. **Duties.** Members of the ACCG Policy Team shall:
 - 1. Keep ACCG Membership informed of legislative and administrative issues of importance to Georgia counties.
 - 2. Provide reasonable notice of ACCG Policy Committee meetings to the membership.
 - 3. Provide ACCG Membership with the reports of the ACCG Policy Committees in advance of the Policy Council meeting where such reports will be considered.
 - 4. Provide ACCG Membership with the proposed Policy Agenda before the ACCG Business Session held before the legislative session.
 - 5. Provide ACCG Membership with ACCG Amendment Forms for the Policy Council meeting and the Business Session.

VI. Effective Date. This procedure shall become effective upon adoption by the ACCG Board of Managers.