

**POLICIES AND PROCEDURES
OF THE GREENE COUNTY
SALES TAX OVERSIGHT BOARD.**

Recognizing that persons holding a position of public trust are under constant observation, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government and in the impartiality of the Sales Tax Oversight Board (hereafter referred to as Board), these Policies and Procedures are adopted to govern the performance of the Sales Tax Oversight Board members' duties and to inform the public of the nature of Greene County's General Revenue Sales Tax 2 performance, expenditures, and other related matters.

1.0 MEETINGS:

1.1 Schedule of Board Meetings:

1.1.1 Regular Meetings: Regular Meetings shall take place on the third Thursday of January and July at a time designated by the chair. Meeting will be held on the Greene County campus at a location which would accessible to the public. The location will be determined on availability of space.

1.2 Notice of Board Meetings: The Chairman of the Board shall be responsible for directing the staff representative to provide all necessary written public notices of all Board meetings. Written notice of any meeting shall be given at least five (5) business days prior to the meeting. Staff shall also post notice of all meetings of the Board in accordance with the Missouri Sunshine Law, Chapter 610, RSMo.

1.3 Agenda of Meetings: The agenda for all meetings of the Board shall be established by the Chair with the assistance of the staff. The staff, the Chairman of the Board, or any member of the Board may request that an item be placed on the agenda by communicating such request to the staff and Board Chair at least seven (7) businesses days prior to the meeting date.

1.4 Quorum: A simple majority of Members of the Board shall constitute a quorum for the transaction of business at all regular meetings.

1.5 Open Meetings: All Board meetings are open to the public except for attorney-client privileged meetings, as provided by the Missouri Sunshine Law, Chapter 610 of the Revised Statutes of Missouri.

2.0 MEMBERSHIP RESPONSIBILITIES:

- 2.1 Regularly attend all scheduled meetings of the Board.
- 2.2 Prepare for each meeting.
- 2.3 Allow Members, staff, and the public sufficient opportunity to present their views, within the prescribed rules for conduct of meetings of the Board.
- 2.4 Members shall not convey the impression they are in a position to influence the outcome of a decision of the Board, and shall not attempt to use their position to influence or sway the staff.
- 2.5 Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members shall not allow personal or business relationships to impact upon their conduct or decisions in connection with Board business and shall not lend their influence towards the advancement of personal interests or the interests of friends or business associates. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned or their personal employment or business relationship with any applicant or any interested party that could conceivably influence their decision with respect to any agenda item pending before the Board. This provision is not intended to prevent any Member from joining or having an affiliation with any business, professional, or special interest organization.
- 2.6 Any emails sent by any interested party or member addressed to be received by a quorum of the members of the Board shall constitute an open record under the Sunshine Law and must be retained by the County pursuant to Section 610.025, RSMo.
- 2.7 If a Member receives a private written, telephonic or electronic, communication from any interested person regarding an agenda item, the Member will promptly forward the information to the staff so that it may be shared with all other Members.
- 2.8 No member of the Board shall seek to influence a decision, participate in any action, or cast a vote involving any matter that is before the Board which may result in a conflict of interest as provided by state law.
- 2.11 The staff, at the direction of the Chairman of the Board, shall take and keep minutes at each regular meeting of the Board. All minutes, resolutions, findings, recommendations and determinations made by the Board shall be a public record.

Last updated July 23, 2020 with change in meeting interval.