

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2023-127
Guidelines for Committee Meetings and
Establishment of Town Hall Forums**

WHEREAS, the Magistrates of Hardin Fiscal Court have certain duties related to Committee service pursuant to KRS 64.530 and as established in Chapter 3 of the Hardin County Administrative Code;

WHEREAS, Resolution 2023-008, approved by Hardin Fiscal Court on January 10, 2023, set out the Committees of Fiscal Court, their membership and start times;

WHEREAS, for the orderly conduct of business and in order to set out uniform expectations for Committee members, county government staff and the public, it is necessary that there be guidelines by which the Committees will operate;

WHEREAS, public input is important to the operation of county government and a venue should exist to answer questions, hear ideas and exchange information between county government and the public;

BE IT THEREFORE RESOLVED, that the following guidelines be approved for the conduct of the Committee meetings held pursuant to Resolution 2023-008:

- a. The purpose of a Committee meeting is for magistrates, elected officials and directors of county government offices to provide an advisory role and make recommendations related to the operational affairs of county government. The Committee may choose to gather external research or information as well as internal input or discussion into operational matters at the invitation of the Judge Executive, Deputy Judge Executive or Committee Chairperson.
- b. Committees are not intended to be legislative Committees and no formal vote shall be taken on any matter at a Committee meeting. A matter may come before Fiscal Court regardless of whether it has come before a Committee.
- c. Matters appropriate for Committee are placed upon the agenda through the Judge Executive, Deputy Judge Executive OR the Committee Chairperson.
- d. Committee meetings are subject to the Kentucky Open Meetings Act.
- e. The public is invited and encouraged to attend all Committee meetings, but consistent with the Kentucky Open Meetings Act, is not a participant in Committee meetings. Public comment shall be heard at a Town Hall forum and/or before the voting body of Fiscal Court during Fiscal Court meetings.
- f. Committee meetings shall begin at 3:30 p.m. on their regularly announced and scheduled day unless cancelled by the Chairperson.

- g. The Chairperson of each Fiscal Court Committee shall be responsible for preparing a meeting agenda that will be adopted at the beginning of each meeting.
- h. The Chairperson of each Fiscal Court Committee shall keep, or designate someone to keep, the minutes of the meeting. The draft minutes shall be presented as an informational item as part of the next regularly scheduled Fiscal Court meeting agenda and will be publicly available as part of the Fiscal Court agenda on the county website.

BE IT THEREFORE FURTHER RESOLVED, that a standing Town Hall forum shall occur on a quarterly basis at 5:30 p.m. on the 5th Tuesday of the month. The following guidelines are approved for the conduct of the Town Hall meetings:

- i. The purpose of the Forum is to receive ideas and input from the public related to county government operations, decisions and issues and to answer questions related to county government.
- j. The Chairperson and Vice-Chairperson of the Forum shall be designated for Fiscal Year 2024 by separate Executive Order of the Judge Executive. The Chair shall preside over the forum unless absent, in which case, the co-chair shall preside.
- k. The Forum is limited to discussion and shall not include any voting items or formal legislative action by Fiscal Court.
- l. Matters to be discussed are those limited to those placed upon the agenda for the particular Forum. A matter may be placed upon the Forum agenda at least 3 days in advance through the Judge Executive, Deputy Judge Executive OR the Committee Chairperson.
- m. Forums are subject to the Kentucky Open Meetings Act.
- n. The Forum shall begin at 5:30 p.m. on its regularly announced and scheduled day unless cancelled by the Chairperson.
- o. The Chairperson of the Forums shall be responsible for preparing a meeting agenda that will be published on the county website at least 24 hours in advance of the Forum.
- p. Pursuant to KRS 61.835 minutes will not be recorded of these meetings as no formal vote or actions will be taken.
- q. The Town Hall Forum schedule for Fiscal Year 2024 are as follows:
August 29, 2023
October 31, 2023
January 30, 2024
April 30, 2024


and shall continue thereafter on the 5th Tuesday of each month going forward unless changed by separate Resolution.

ADOPTED, by Hardin County Fiscal Court at its regular meeting on this the 13 day of June, 2023.



Keith Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Prepared:



Jennifer B. Oldham
Hardin County Attorney