

## COMMISSION CHAIR AND VICE CHAIR

### **SUGGESTED MOTION:**

Move to elect Commissioner Rick Steen as Cass County Commission Chair and to elect Chad Peterson as Vice Chair for the period of December 6, 2021, to December 5, 2022.

ESTABLISH MEETING DATES/ROTATIONAL MEETINGS;  
ADOPT ROBERT'S RULES OF ORDER;  
DESIGNATE PARLIAMENTARIAN

**SUGGESTED MOTION:**

Move to adopt the 2022 Cass County Commission meeting schedule as the first and third Monday of each month (Tuesday if Monday is a holiday) at 3:30 PM with rotational meetings at 1:00 PM and/or 2:00 PM on Commission meeting days, and special meetings as called, and to forward a copy of the meeting schedule to the Secretary of State and the County Finance Office; to adopt Robert's Rules of Order for conducting meetings; and to appoint Taylor Albrecht as parliamentarian for Cass County Commission proceedings for 2022.

REGULARLY SCHEDULED CASS COUNTY COMMISSION MEETINGS  
FOR THE YEAR 2022

January	3
January	18 (Tuesday)*
February	7
February	22 (Tuesday)*
March	7
March	21
April	4
April	18
May	2
May	16
June	6
June	20
July	5 (Tuesday)*
July	18
August	1
August	15
September	6 (Tuesday)*
September	19
October	5 (Wednesday)**
October	17
November	7
November	21
December	5
December	19

Meetings are held the 1st and 3rd Mondays of each month at 3:30 PM in the Commission Room, Cass County Courthouse (unless otherwise stated) and special meetings as called. If Monday is a holiday, meetings will be held the following day.

Agenda deadline is the Monday before each meeting at 5:00 PM.

\*Meetings held Tuesday are because Monday is a holiday.

\*\*Meeting held Wednesday due to North Dakota Association of Counties Conference

## 2022 ROTATIONAL DEPARTMENT MEETINGS

January	18, 2:00 PM—Group A
February	22, 1:00 PM—Sheriff Department
February	22, 2:00 PM—Group B
March	21, 2:00 PM—Road Advisory
May	16, 1:00 PM—Sheriff Department
May	16, 2:00 PM—Group A
June	20, 2:00 PM—Group B
July	18, 2:00 PM—Road Advisory
August	15, 2:00 PM—Sheriff Department
September	19, 2:00 PM—Group A
October	17, 2:00 PM—Group B
November	21, 1:00 PM—Sheriff Department
November	21, 2:00 PM—Road Advisory

Group A—Finance Office, Tax Director, Recorder, Information Technology, Water Resource Districts.

Group B—State's Attorney, Extension Service, Veterans Service, Coroner, Emergency Management.

Other county committee meetings, such as the Personnel Overview Committee and the County Park Board, are held on an as-needed basis. Generally, they will also be scheduled on a Commission Monday.