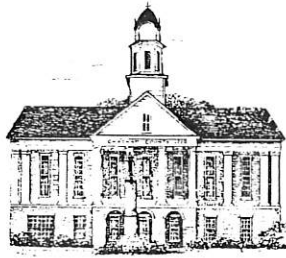


# COUNTY OF CHATHAM

COMMISSIONERS  
HENRY DUNLAP, JR., Chairman  
MARY HAYES HOLMES  
EARL D. THOMPSON  
GUS MURCHISON  
E. T. HANNER



P. O. BOX 87  
PITTSBORO, N. C. 27312

ORGANIZED 1770                      707 SQUARE MILES

Resolution #94- 7

BEN SHIVAR  
County Manager

ROBERT L. GUNN  
County Attorney

Phone (919) 542-8200

## **RESOLUTION**

### **Setting forth Rules of Procedure for the Chatham County Board of Commissioners**

Be it resolved by the Board of Commissioners of the County of Chatham, North Carolina, that:

#### **PURPOSE**

Well-organized and well-run public meetings offer Board members, citizens, and the press a greater opportunity to understand proceedings and make their opinions heard. In addition, with the mandates of the Americans with Disabilities Act (ADA), it is important that public meetings be run in such a way as to facilitate participation from the disabled. Third, Rules of Procedure help orient new Board members to the procedures of the Board. Finally, it is essential that the Clerk to the Board be able to record accurately the proceedings of the Board. With these considerations in mind, the following procedures have been developed to increase the efficiency and effectiveness of the meetings of the Chatham County Board of Commissioners; they are in no way intended or designed to hinder public participation or limit deliberations by the Board.

#### **AUTHORITY**

N.C. General Statute 153-41 permits a board of county commissioners to adopt its own rules of procedure if they conform to "generally accepted principles of parliamentary procedure" and do not conflict with applicable law.

#### ***Open Meetings***

**Rule 1:** The public policy of the State of North Carolina and Chatham County is that the hearings, deliberations, and actions of this Board and its committees be conducted openly. Except where

**Rule 6: Order of Business:** Except where otherwise indicated, at regular meetings the Board shall proceed to its business in the following order:

1. Approval of the agenda
2. Approval of the consent agenda
3. Scheduled public hearings
4. Ceremonial items and presentations
5. Administrative reports
6. Other business
7. Items and reports from Board members

Without objection from other Board members, the Chair may call items in any order most convenient for the dispatch of business.

### ***CONDUCT OF DEBATE***

**Rule 7: Powers of the Chair.** The Chair shall preside at all Board meetings. To address the Board, members of the Board, staff, and audience must be recognized by the Chair. The Chair shall have the following powers:

1. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other Board members on this ground
2. To call a brief recess
3. To adjourn in an emergency

**Rule 8: Parliamentarian.** The Clerk to the Board shall rule on points of parliamentary procedure.

**Rule 9: Action by the Board.** The Board shall proceed by motion. Any member, including the Chair, may make a motion. Motions shall be stated completely by the introducer. The Clerk to the Board shall have the right to interrupt the Board and request that a motion be repeated.

**Rule 10: Second Required.** Except where otherwise indicated, a motion shall require a second.

**Rule 11: Nominations:** Nominations for appointments to boards and committees shall not require a second.

**Rule 12: One Motion at a Time.** A Board member may make only one motion at a time.

9. *To refer to a committee.* Sixty days after a motion has been referred to a standing or ad hoc committee appointed by the Board of Commissioners, the introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the Board.
10. *To amend.* An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendment to a proposed ordinance shall be in writing.
11. *To revive consideration.* The motion is in order at any time within 100 days of a vote deferring consideration.
12. *To reconsider.* The motion must be made at the same meeting where the original vote was taken, and by a member who voted with the prevailing side. It cannot interrupt deliberation on a pending matter, but is in order any time before adjournment.
13. *To prevent consideration for six months.* The motion shall be in order only immediately following the defeat of a substantive motion. It requires a vote equal to a quorum and is valid only for six months or until the next regular election of County commissioners, whichever occurs first.

**Rule 17: Withdrawal of a Motion.** A motion may be withdrawn by the introducer at any time before the Chair puts the motion to a vote.

**Rule 18: Duty to Vote.** It is the duty of each member to vote unless excused by a majority vote according to law. The Board may excuse members from voting on matters involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the Chair, who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.

**Rule 19: Prohibition of Secret Voting.** No vote may be taken by secret ballot. If the Board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, at which time they may be destroyed.

**Rule 20: Action by Reference.** The Board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted upon.

5. Large groups of citizens may be asked to designate representatives of their group.


**Rule 25: Public Comment.** Comments received by the public during the course of a meeting not in the context of a public hearing shall be made as follows:

1. A member of the public wishing to speak must raise his/her hand and be recognized by the Chair.
2. Speakers must approach the podium and state their name and general address for the record. The Clerk to the Board shall have the right to interrupt the speaker if this information is not given or is not clear. Persons prevented from approaching the podium by a disability may stay seated. The Chair shall designate a staff member to obtain the person's name and address.
3. Before allowing public comment, the Chair should ask for a show of hands from those members of the audience who wish to speak. Generally, comments will be limited to three minutes per speaker. The time allotted for speaking may be adjusted by the Chair. The Clerk to the Board shall serve as the official time keeper.
4. Large groups of citizens may be asked to designate representatives of their group

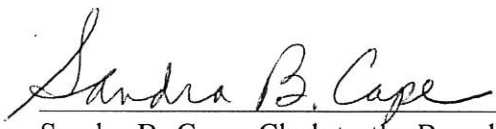
**Rule 26: Accommodations for the Disabled.**

1. When requested, visually and hearing impaired citizens should be seated as close as possible to the front of the room.
2. All public notices and the agenda shall include a statement that the County will make all reasonable accommodations for the disabled, when requested through the ADA coordinator.

Adopted this the 21st day of February, 1994.

  
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Henry H. Dunlap, Jr., Chairman  
Chatham County Board of Commissioners

ATTEST:

  
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Sandra B. Cape, Clerk to the Board  
Chatham County