

## Revisions to Chatham County Board of Commissioners Rules of Procedure

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Current Rule No. and Title	Direction from BOC	Proposed Revisions to Chatham County Rules of Procedure
1: Open Meetings	No change.	
2: Organization of the Board	<ul style="list-style-type: none"> <li>Follow SOG Rule to delineate what happens in election (even) and non-election years (odd).</li> <li>Rule wholly revised to include this direction and to include old Chatham County language where possible.</li> </ul>	<p><b>(a) Requirement to Hold Organizational Meeting.</b> Each year, the Board shall hold an organizational meeting on the first Monday in December to take the actions set out in this rule. The organizational meeting shall be convened and concluded before any other items on the Board's work session or meeting agenda are addressed.</p> <p><b>(b) Order of Business</b></p> <p><b>(1) Even-numbered years.</b> The Board member who served as the Chair of the Board of Commissioners during the preceding year shall call the meeting to order, except if the Chair was not reelected, the duty shall fall to the Vice Chair.</p> <p>In the case where neither the Chair nor the Vice Chair were reelected, the duty shall fall to the members of the Board of Commissioners who have already been sworn in and shall be determined by seniority.</p> <p>As the first order of business, the newly elected members of the Board of Commissioners who are present shall take and subscribe to the oath of office.</p> <p>As the second order of business, the Board of Commissioners shall elect a Chair and Vice Chair from its members.</p> <p>As the third order of business, the Board of Commissioners shall approve the bonds of county officers as required by law.</p>

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		<p>(2) <i>Odd-numbered years.</i> As the first order of business, the Board of Commissioners shall elect a Chair and Vice Chair from its members.</p> <p>As the second order of business, the Board of Commissioners shall approve the bonds of county officers as required by law.</p>
3: Agenda Preparation	<ul style="list-style-type: none"> <li>• Add a provision that allows two Commissioners to add an item to a future meeting agenda.</li> <li>• Allow the County Manager to determine which future agenda the matter will be placed on.</li> <li>• Highlighted language is new; rule requiring Board majority is removed</li> </ul>	<p>The County Manager is responsible for the preparation of the agenda for each regular, special, and emergency meeting. In doing so, the County Manager may review the draft agenda with Chair and/or Vice-Chair prior to the final publication.</p> <p>Each member of the Board of Commissioners shall be provided with a copy of the agenda prior to the meeting, and it shall be available for public inspection when it is distributed to the Board of Commissioners.</p> <p>Accept as otherwise provided below, the Board of Commissioners shall confine their discussion and comments to only those items that appear on the agenda.</p> <p>Matters may be added in the following ways:</p> <ul style="list-style-type: none"> <li>(a) At a meeting, prior to approval of the agenda, a Commissioner, or the County Manager may ask that a matter be added to the agenda. A majority vote of the Board of Commissioners is required to add such matters to the agenda.</li> <li>(b) A Commissioner may ask the County Manager to add a matter to a future agenda. The County Manager will add that matter to a future agenda if two Commissioners support adding the matter to a future agenda. The County Manager has the discretion to determine which future meeting agenda the matter will be added to.</li> </ul>

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		<p>(1) If the request to add a matter to a future agenda is made at a meeting, two Commissioners must orally support adding the matter to a future agenda.</p> <p>(2) If the request to add a matter to a future agenda is made outside of a meeting, it must be made by email to the County Manager and the County Clerk. The Commissioner requesting the matter be added shall email the County Manager, the County Clerk, and the second Commissioner who supports adding the matter to the agenda. The second Commissioner must then affirmatively respond by email that the Commissioner supports adding the matter to the agenda before it will be added to a future agenda.</p>
4: Agenda Packet	No change.	
5: Consent Agenda	<ul style="list-style-type: none"> <li>• Allow one Commissioner to remove items from consent agenda as in SOG Rules.</li> <li>• Highlighted language is new</li> </ul>	<p>To increase the efficiency and effectiveness of the Board of Commissioners meetings while reserving valuable meeting time for deliberating on important issues, the Board of Commissioners shall use a consent agenda for non-controversial or routine items.</p> <p>Items for inclusion within the consent agenda shall be reviewed and selected by the County Manager upon the recommendation of Staff.</p> <p>Consent agenda items will be grouped together on the agenda and acted upon by one motion and vote of the Board of Commissioners.</p> <p>Prior to the Board's adoption of the meeting agenda, the request of any Board member to have an item moved from the consent agenda to the regular agenda must be honored by the Board.</p>

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		In the minutes of the meeting, the Clerk to the Board of Commissioners shall record each of the items with separate votes indicated, as if each item was adopted separately.
6: Order of Business	<ul style="list-style-type: none"> <li>• Add a Future Agenda Discussion session where Board members and the County Manager can discuss upcoming matters, agendas, etc.</li> <li>• Highlighted language is new</li> </ul>	<p>Except where otherwise indicated, at regular meetings the Board of Commissioners may be organized in the following order:</p> <ul style="list-style-type: none"> <li>A) Work Session</li> <li>B) Call to Order</li> <li>C) Invocation or Moment of Silence</li> <li>D) Pledge of Allegiance</li> <li>E) Adoption of Agenda</li> <li>F) Consent Agenda</li> <li>G) Ceremonial Items, Presentation, and Recognitions</li> <li>H) Public Comment Session</li> <li>I) Public Hearings</li> <li>J) Board Priorities</li> <li>K) Clerk to the Board Report</li> <li>L) County Manager Report</li> <li>M) <b>Future Agenda Discussion</b></li> <li>N) Commissioners' Reports</li> <li>O) Adjournment</li> </ul> <p>Without objection from other Board members, the Chair may call items in any order most convenient for the dispatch of business.</p>
7: Powers Of the Chair	No change.	

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8: Action by the Board of Commissioners	No change.	
9: Second Required	No change.	
10: One Motion at a Time	No change.	
11: Substantive Motion	No change.	
12: Adoption by Majority Vote	No change.	
13: Debate	No change.	
14: Procedural Motions	<p>No change.</p> <ul style="list-style-type: none"> <li>• Discuss how to raise point of order but do not add it to Rule.</li> </ul>	

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15: Withdrawal of a Motion	<ul style="list-style-type: none"> <li>• Revise to add that a motion cannot be withdrawn if it has been amended.</li> <li>• Highlighted language is new.</li> </ul>	A motion may be withdrawn by the introducer at any time <b>unless the motion has been amended or put to a vote.</b>
16: Duty to Vote	No change.	
17: Prohibition of Secret Voting	No change.	
18: Action by Reference	No change.	
19: Introduction of Ordinances	No change.	
20: Adoption, Amendment or Repeal of Ordinances	No change.	

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21: Quorum	No change.	
22: Public Hearings	No change.	
23: Public Comment	No change.	
24: Accommodations for the Disabled	No change.	
25. New rule?	<ul style="list-style-type: none"> <li>• Add rule referencing following rules of parliamentary procedures or Robert Rules.</li> </ul>	<p>The Board may refer to <i>Robert's Rules of Order Newly Revised</i> or another source for principles of parliamentary procedure for guidance when confronted with a procedural issue not covered by these Rules or state law. Having consulted these sources, the Chair should make a ruling on the issue subject to appeal to the Board.</p>