

Issue	Current Rule or Practice	Options
Adding Item to the Regular Meeting Agenda Before Staff Publication of the Agenda	<p>Rule 1 currently states: <i>A request to have an item of business placed on the agenda must be received by the Manager at least ten (10) calendar days before the meeting. Any two Board members may, by a timely written request to the County Manager, copying the full Board of Commissioners and County Attorney, have an item placed on the agenda.</i></p> <p>The Board of Commissioners approved this rule in 2019 to promote greater transparency and communication around agenda items initiated by an individual or minority of commissioners.</p>	<p>Option 1: The Board could amend the rule to include any of the following,</p> <ul style="list-style-type: none"><li>• Increase the requirement for two commissioners to three</li><li>• Require explicit approval from the Chair to add the item (or approval from Vice-Chair when the Chair is not readily available).</li><li>• Require the requesting Commissioner to summarize the item for other Commissioners.</li><li>• Clarify the requesting Commissioners are responsible for preparing motions and materials for the item and following the established agenda process for distributing materials.</li><li>• Adding the Clerk to the Board on as a required copy on an emailed request.</li></ul> <p>Option 2: No change.</p>
Adding Item to the Agenda at Beginning of a Regular Meeting	<p>Rule 1 currently states: <i>The agenda shall be approved as the first item of business at each meeting, and no item may be considered for action unless that item is included in the printed agenda or added to the agenda by majority vote before the agenda is approved by the Board.</i></p> <p><i>No agenda item requested by Commissioners less than ten (10) calendar days of a regular meeting shall be considered at that regular meeting unless approved unanimously by those Board members in attendance at that meeting.</i></p> <p>The two paragraphs conflict. One says an item may be added to the agenda with a majority vote, while the next paragraph says it requires a unanimous vote. This needs to be clarified.</p>	<p>Option 1: Require a majority vote to add a new item to the agenda at the beginning of a regular meeting.</p> <p>Option 2: Require a unanimous vote to add a new item to the agenda at the beginning of a regular meeting.</p> <p>Staff has no recommendation.</p>
Requesting a celebratory proclamation for the agenda	<p>There is no Board rule. Current practice includes these steps:</p> <ol style="list-style-type: none"><li>1. Individual commissioner submits request to staff, preferably three weeks prior to the regular meeting.</li><li>2. Staff prepares the draft proclamation and includes on the consent agenda.</li><li>3. The proclamation will appear on the draft agenda. During the Board’s agenda reviews, staff summarizes the proclamation.</li><li>4. During the review, the requesting commissioner may ask to move the item from consent to the beginning of the meeting to be read. When this is requested, staff will seek approval from the Board Chair.</li><li>5. Staff then finalize the proclamation.</li><li>6. Commissioners are responsible for organizing and communicating with invited guests.</li></ol>	<p>Option 1: The Board might consider a rule to modify the current practice.</p> <p><i>Individual commissioners may request a celebratory proclamation by emailing a request to the Board Chair and appropriate staff. The request must be submitted three weeks prior to the desired regular meeting. Staff will add the proclamation to the draft agenda upon receiving approval from the Board Chair. The Chair will direct staff as to placement on the agenda (consent or items of business). Proclamations are ceremonial in nature and should not be interpreted as a policy endorsement for specific special interest groups, policy organizations, businesses or individuals. They should serve an educational purpose for a significant number of</i></p>

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		<p><i>Wake County citizens, and celebrate the effective services provided by Wake County government.</i></p> <p>This rule ensures the Chair is aware of the request and gives staff sufficient time to draft text when necessary.</p> <p>Option 2: Make no change, continue recent practice.</p> <p>Staff has no recommendation.</p>
Sequence of Regular Meeting Agendas	<p>Rule 3 stipulates this order for regular meetings:</p> <p><u><i>Order of Business.</i></u> <i>At regular meetings, the Board shall proceed to business in the following order:</i></p> <ol style="list-style-type: none"><li><i>1. Pledge of Allegiance;</i></li><li><i>2. Invocation;</i></li><li><i>3. Approval of Agenda;</i></li><li><i>4. Approval of Minutes of previous meeting(s);</i></li><li><i>5. Ceremonial items and presentations;</i></li><li><i>6. Consideration of agenda items;</i></li><li><i>7. Committee reports, and;</i></li><li><i>8. New business not for action.</i></li></ol> <p>The Board of Commissioners has not followed this sequence for many years.</p>	<p>Option 1: Staff recommend editing the rule to list the meeting sections, but leave flexibility for setting the order and for future changes. For example,</p> <p><i>The County Manager shall prepare an agenda for Regular meetings that includes the following items.</i></p> <ol style="list-style-type: none"><li><i>1. Approval of agenda</i></li><li><i>2. Approval of minutes from previous meetings</i></li><li><i>3. Ceremonial items and presentations</i></li><li><i>4. Consent agenda</i></li><li><i>5. General public comment period</i></li><li><i>6. Appointments</i></li><li><i>7. Additional agenda items requiring Board consideration</i></li><li><i>8. Reports from the County Manager not requiring a vote</i></li></ol> <p>Option 2: Eliminate the rule, with no replacement. Staff will continue existing practices and seek periodic feedback from the Board about the sequence.</p>
Clarifying Rules, Time Limit, and use of electronic materials at General Public Comment Period	<p>There is no current rule, but there is a Board protocol.</p> <p>Prior to 2022, public speakers signed up to speak during General Public Comment would occasionally request to use slides, videos, or some other form of electronic content. These requests present many policy, procedural, technology, and security issues. There was an incident in 2019 when a resident presented a slide graphic that some commissioners found inappropriate.</p> <p>In January 2022, at staff request, the Board Chair established a ground rule prohibiting the use of slides or videos during public comment and public hearings. Staff have enforced this rule</p>	<p>Option 1: Staff recommend editing the current Rule 2.</p> <p><i>General Public Comment.</i> <i>Each regular meeting shall include a general public comment period for the public in attendance. The Chair shall first recognize individuals or groups that signed up to speak in the order in which they signed up in advance of the meeting and may then recognize any others in attendance subject to the available time. The Chair may request groups to consolidate their comments for purposes of efficiency. Each speaker shall be limited to a maximum of three minutes, unless the Chair designates a shorter time period based on the overall number of</i></p>

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	<p>since that time. Speakers may still bring posters and handouts to the regular meetings. All speakers can continue to email materials to the commissioners or hand materials/written statements to the Clerk for distribution to commissioners</p>	<p><i>speakers. While speakers may unilaterally display their own hand-held media and may share hard copies of written materials during their allotted time, they may not use Wake County staff, equipment, audio and visual tools or Wake County owned and maintained electronic media to present and form of media, including but not limited to videos or slidedecks during the comment period. This will streamline the flow and transition between public speakers during the comment period.</i></p> <p>Option 2: No change to the Rules of Procedure. Continue current practice.</p>
<p>Appointment Process for Commissioner Appointed Boards &amp; Committees</p>	<p>There is no current rule, but there is a Board protocol.</p> <p>The Vice Chair and Deputy Clerk meet via Teams to review upcoming appointments and vacancies on a monthly basis to as part of the Board’s agenda process. The meeting covers review of new candidate recommendations, member reappointments, member resignations and member terms. The Board Clerk oversees the appointment and re-appointment process for over 50 boards, commissions and committees, some of which have statutorily mandated criteria.</p> <p>Given the number of board liaisons managed by the Clerk, there is a need to include the Clerk in all communications between each board liaison and any commissioner concerning the appointment schedule, recommendations, nominations and appointment criteria to avoid any miscommunication.</p>	<p>Option 1: Staff recommend including the following new rule:</p> <p>The Board Clerk, or the Clerk’s designee, and the current seated Vice Chair shall be the primary contact for all Commissioner appointed board and committee liaisons. Should a Commissioner be approached by a sitting or prospective appointee or a board liaison regarding the appointment schedule, the nomination process, or appointment criteria, the assigned Clerk shall be notified for preparation of a response in accordance with the Board’s adopted appointment process and schedule.</p> <p>Option 2: No change. Continue current practice.</p>
<p>Administrative changes to Rules Regarding appointments</p>	<p>Current Wake County Board of Commissioners Rules of Procedure - As Amended September 16, 2019</p> <p>The rules of procedure were designed for use by a North Carolina board of county commissioners. Essentially, the rules are a modified version of Robert’s Rules of Order, Revised. Robert’s Rules is intended to guide the deliberations of a large legislative body. These rules apply to all meetings of the Wake County Board of Commissioners at which the board is empowered to exercise any of the executive, administrative or legislative powers conferred on it by law.</p> <p>The North Carolina law (G.S. 153A-41) permits a board of county commissioners to adopt its own rules of procedure if these conform to “generally accepted principles of parliamentary procedure” and do not conflict with applicable law.</p>	<p>Option 1: Staff proposing to make clean-up administrative changes to language in the following rules: Rule 2 – General Public Comment Rule 3 – Order of Business Rule 20 – Appointments These changes will provide consistency with language in the Appointment Procedures document, as well as clarity for citizens applying to the Wake County Advisory Boards.</p> <p>Option 2: No change. Continue current practice</p>

Administrative changes to the Appointment Procedures adopted document	<p>Current Wake County Board of Commissioners Policy and Procedures for Advisory Board and Committee Appointments – Adopted May 4, 2009</p> <p>The policy for Procedures for Advisory Board Appointments was originally adopted September 3, 1985, and most recently revised May 4, 2009. The Wake County Board of Commissioners met on January 29, 2009, in a work session and reviewed this policy. The following has been amended per commissioner discussion and was submitted for approval by the Board of Commissioners.</p> <p>The attached policy is more concise, category specific, and is intended to reflect current practices. Some statements that were outdated or no longer applicable were removed.</p>	<p>Option 1: Staff proposing to make administrative changes to language in the following section: Attachment to Appointment Policy. These changes provide clean up to advisory board listing by removing inactive committees and adding new active boards.</p> <p>Option 2: No change. Continue current practice</p>