

## POLICIES & PROCEDURES

### I. Regular Meetings

- Board shall hold a regular meeting on the first and third Tuesday of each month beginning at 5:00 p.m. (except that if a regular meeting day is a legal holiday, the meeting shall be held on the following Tuesday) in the Buncombe County Commissioners' Chambers located at 200 College Street, Room 326, in downtown Asheville and the pre-meeting will begin at 4:45 p.m.

### III. Organizational Meetings

- On the first Monday in December of every year, the Board shall meet for the newly elected members to take and subscribe to the oath of office as the first order of business. As the second order of business, the Board shall elect a Vice Chairman from among its members. As the third order of business, the Board shall approve the Bonding of County officials.

### II. Special Meetings

- A. The Chairman or a majority of the members of the Board may at any time call a special meeting of the Board of Commissioners by signing a written notice stating the time and place of the meeting and the subjects to be considered. The person or persons who call the meeting shall cause the notice to be mailed, emailed or delivered to the Chairman and all of the Board members, or left at the usual dwelling place of each member, at least 48 hours before the meeting, and shall cause a copy of the notice to be posted on the principal bulletin board of the Board or at the door of its usual meeting room or on the building in an area accessible to the public at least 48 hours before the meeting. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.
- B. If a special meeting is called to deal with an emergency, the notice requirements of this rule do not apply. However, the person or persons who call an emergency special meeting shall take reasonable action to inform the other members and the public of the meeting. Only business connected with the emergency may be discussed at the meeting.



### IV. Agenda

- A. The County Manager, as Chief Administrative Officer, in cooperation with the Board, shall have administrative oversight in preparing the agenda for the meeting. Any individual or group who wishes to have an item of business considered for the agenda shall make a request to be on the agenda to the County Manager. The request must be in writing and must state the nature of the matter so that the County Manager and/or appropriate staff will have an opportunity to respond to the area of concern. If appropriate, the County Manager will resolve the request and, if not, the County Manager will determine when the individual or group should be placed on the agenda. The time limit for any individual or representative addressing the Board shall be five minutes, unless a majority of the Board agrees to additional time.

- B. Agenda packets, prepared by the Clerk to the Board, shall include, for each item of business placed on it, as much background information on the subject as is available and feasible. The agenda shall be published on the County's website and available for public inspection no later than 5 p.m. on the Wednesday preceding the meeting.
- C. The Board may by unanimous vote add an item that requires immediate action that is not on the agenda.
- D. At the request of any two (2) Commissioners an item may be moved from the consent agenda to new business for discussion. Prior to approval of the consent agenda, the Chairman will ask if any member of the public has questions regarding items on the consent agenda; however, items can only be moved from the consent agenda at the request of two (2) Commissioners.
- E. The Chairman or any three (3) members of the Board may add an item to the agenda. Such request to have an item of business placed on the agenda must be received by the County Manager no later than one week prior to the next regular meeting.
- F. At the beginning of any meeting of the Board, the Chair shall remind all members of their duty to avoid conflicts of interest and appearances of conflict.



#### V. Public Comment on New Business and Old Business Items

- A. Any individual wishing to address a specific item on the "New Business" agenda may be recognized by the Chairman only after each Commissioner has been afforded the opportunity to discuss the specific agenda item and after two (2) members of the Board of Commissioners have requested public comment on a new business item. The time limit for any individual or representative wishing to address the Board on a specific agenda item shall be three minutes, unless a majority of the Board agrees to additional time.
- B. Items of "Old Business" will not be scheduled to include public comment. However, should three (3) members of the Board of Commissioners request an opportunity for public comment on an old business item then the Chairman will recognize any individual wishing to address such item, but only after each Commissioner has been afforded the opportunity to discuss the item. The time limit for any individual or representative wishing to address the Board on a specific agenda item shall be three minutes, unless a majority of the Board agrees to additional time.

#### VI. Order of Business

- A. Items shall be placed on the agenda according to the "Order of Business." The Order of Business for each regular meeting shall be as follows:
  - 1. Discussion/adjustment/approval to follow agenda;
  - 2. Consent Agenda;
  - 3. Good News;

4. Presentations;
5. Public Hearings;
6. County Manager's Report;
7. Old Business;
8. New Business;
9. Public Comment;
10. Announcements;
11. Closed Session;
12. Open Session; and
13. Adjournment.

However, by general consent of the Board, items may be considered out of this order.

No item during the County Manager's report shall be given that requires a vote at that time, unless the Board has added said matter to the agenda.

Board approval to follow agenda automatically approves the consent agenda and approval of the minutes.