

Survey of Board Procedures

Great Government Committee

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Survey of Other Boards

- Reviewed policies from 10 localities
- Not all Boards have written, approved procedures
- Some boards have separate policies for appointments, conduct, ethics or other areas
- Samples shared today reflect alternatives to consider; These are not staff recommendations

Commissioner Requests for Agenda Items

- Focused on agenda development **before** agenda published
- Wake County Current Rule:
The County Manager shall prepare the agenda for each meeting of the Board. A request to have an item of business placed on the agenda must be received by the Manager at least seven (7) days before the meeting. Any Board member may, by a timely request, have an item placed on the agenda. (Rule 1)
- Most surveyed Counties have variation of this approach

Commissioner Requests for Agenda Items

Agenda Process

- CMO staff produce a draft agenda, including Rule 1 Commissioner requests
- Agenda reviewed with Chair, Vice-Chair and 4 rotating Commissioners
- Agenda finalized Thursday before meeting

Recent Rule 1 Commissioner Requests

- Crooked Creek items
- Commissioner election approach
- WCPSS funding condition change (“counselor funding”)
- WCPSS supplemental FY19 funding request
- Various proclamations

Commissioner Requests for Agenda Items

New Hanover

A request to have an item of business placed on the agenda for a regular meeting must follow the approved agenda policy. Additional items may be introduced with the permission of the Chairman.

(Rule 9)

Buncombe

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.

(IV. E.)

Order of Debate

- Several procedures prescribe an Order of Debate
- Wake County Current Rules:
 - Rules 5 to 15 govern motions, debate, and duty to vote
- Most surveyed procedures have similar rules
- Some reference Roberts Rules for additional guidance
- Buncombe does not address Order of Debate

Order of Debate

Common elements

- Motions
- Seconding motions
- One motion at a time
- Debate on Motions
- Right to debate
- Decorum of audience
- Majority vote
- General consent
- Duty to vote

Appointments to Advisory Boards

- Current Wake County Rule:
Rule 20 prescribes how to vote on nominees
- Some localities have broad guidance in procedures
 - Davidson (Rule 31), New Hanover (Part VIII)

Appointments to Advisory Boards

- Orange County references a separate “advisory board policy”

The board shall make appointments to covered advisory boards and committees as provided in the Orange County Board of County Commissioners Advisory Board Policy and associated board-specific policies and as that Policy and associated policies may be amended from time to time.

(Rule 31)

Appointments to Advisory Boards

- Union County procedures have most specific guidance
 - How and where to advertise vacancies
 - Process timelines
 - Board voting procedure(Rule 32)