

**Item Title:** Approval of Modifications to the Wake County Board of Commissioners Rules of Procedure

**Specific Action Requested:**

**That the Board of Commissioners approves modifications to the Wake County Board of Commissioners Rules of Procedure.**

**Item Summary:**

**Purpose:** The Board of Commissioners must approve any revisions or modifications to their Rules of Procedure.

**Background:** The Board's Rules of Procedure outline how the Board conducts meetings and votes on public issues. The Board last modified their rules in 2011. The Great Government Committee identified multiple modifications to the Rules of Procedure, addressing the Board's agenda development process, public comment during Board meetings, and Commissioner attendance at meetings. The Board discussed these potential changes at three committee meetings, and two work sessions.

The committee advanced four potential rule changes to the full Board for consideration during the September 9<sup>th</sup> work session. During the work session, the Board discussed potential revisions and options, reaching consensus on three of the committee proposals, updating rules 1, 2, and 16. The Board declined one committee proposal, a replacement of rule 10, in favor of an alternative revision to the existing rule. This Board action updates the Rules of Procedure with the Board-endorsed changes.

**Board Goal:** This action implements Great Government initiative 2.3: Review and update board procedures to align with best practices for boards of commissioners.

**Fiscal Impact:** This action has no financial impact.

**Additional Information:**

During the September 9<sup>th</sup> work session, the Board reached consensus on the following modifications to rules 1, 2, 10, and 16. The text below shows revisions to the existing rule. Text highlighted in yellow are edits advanced by the Great Government Committee. Text highlighted in purple are additional changes made by the full during the September work session.

## Rule 1: Agenda Development Process

Agenda. 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 **ten (10) calendar** ~~seven (7)~~ days before the meeting. Any ~~Board member~~ **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.

A consent agenda, listing items considered to be non-controversial, shall be prepared by the Manager as a part of the agenda. Consent agenda items shall be considered as a group by one motion, and no discussion shall be had on any consent agenda item. Any member may request that an item be removed from the consent agenda prior to approval of the agenda.

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.

No agenda item ~~introduced within~~ **requested by Commissioners** ~~seven (7)~~ **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.

## Rule 2: General Public Comment

~~Informal~~ **General** Public Comment. Each meeting shall include ~~thirty (30) minutes for comments from the~~ **a general public comment period** for the public in attendance, at a time indicated on the ~~printed~~ **published** agenda. The Chair shall first recognize individuals or groups having requested the opportunity to speak by signing up ~~on a "sign-up" sheet provided in the Board chamber~~ **following the advertised process,** and then may recognize others subject to the available time. Speakers shall be limited to a maximum of three minutes each. ~~When the time allotted for informal public comment has expired, the Chair will recognize further speakers only upon motion duly made and adopted.~~

## Rule 10: Order of Debate

~~Debate.~~ ~~The Chair shall state the motion and then open the floor to debate,~~ **The Chair shall state the motion or acknowledge another Commissioner who offers to state the motion,** then open the floor to debate, presiding according to these general principles:

1. The member making the motion or introducing the ordinance, resolution or order may speak first.

2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.

## **Rule 16: Attendance at Meetings**

**Part A. Presence at meetings.** A member may only participate at meetings in person and no telephonic or other electronic means may be used as a substitute for the physical presence of the member at a meeting. ~~A member may avail himself of a leave of absence as set forth in and in accordance with NCGS 128-40.~~

**Part B. Extraordinary meetings.** Under extraordinary or exigent circumstances such as those necessitating a special or emergency meeting contemplated by Article 33C of Chapter 143 of the North Carolina General Statutes, telephonic or electronic meetings of the Board may occur if so, directed by the Chair or by the Vice-Chair if the Chair is not available.

## **Staff Comments**

All modifications have been reviewed by the County Attorney's office.

Related to Rule 1, the agenda development process, staff will tentatively interpret the 10 day requirement as needing to receive the written request by 5:00pm two Fridays before a regular Monday Board meeting. The email, or other written communication, should clearly identify the two or more Commissioners requesting the agenda item. Commissioners will continue to be responsible for their motion and related content, but staff will assist as needed.

Related to Rule 2, general public comment, County staff are developing an application that will allow residents to sign up online to speak at regular meetings.

Related to Rule 16, meeting attendance, staff will research effective, efficient means of facilitating off-site participation.

## **Attachments:**

1. Proposed Rules of Procedure (with no markup)
2. Current Rules of Procedure