

MEETING PROCEDURE

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Chairman & Commissioner Comments
5. Approval of Agenda
6. Consent Agenda
7. Citizen comments*
8. Agenda items
9. Adjournment

MEETING RULES

1. Meetings will be held the 1st and 3rd Monday of each month at 7:00PM, unless otherwise authorized by a majority BOC vote.
2. Agenda items which require a vote must have a motion and a second before being allowed on the floor for discussion.
3. Votes are to be made by a raise of the hand and by voice when meeting in person. When participating in a meeting remotely, you are to state your name before you audibly state your vote. For votes, the voice shall be audible enough to be heard, and understood by the Clerk to the Board, and those participating. A non-indication or a non-vote is the same as a “yes” vote. To abstain from a vote is also considered a “yes” vote. (All guidelines for remote meetings will follow GS 166A-19.24, which authorizes any public body to conduct remote meetings in accordance with the rules set out in the act, as well as with the provisions of the open meetings law).
4. The Clerk to the Board shall record all votes by name as “in favor” or “against”.
5. *A time period will be allotted for citizens to comment on agenda and non-agenda items. Comments should be pertinent to the County’s business, and will be limited to four minutes per speaker. Comment may be made in person at meetings open to public, or submitted in writing to the Clerk to the Board. No video, or audio citizen submissions will be allowed. All written comments must be received by 3:00 pm the day of the meeting. (Note: If the need arises, it will be left to the Chairman’s discretion to designate a group spokesperson.) Closed Session minutes are to be voted in a timely manner at a Closed Session meeting.
6. Staff members and Department Heads are not required to attend meetings unless it is part of their duty and/or on the agenda, however they are free to attend at their choosing.

AGENDA ITEMS PROCEDURE

1. Items for the agenda must be submitted to the Clerk to the Board by 5:00PM on the Tuesday before the next BOC meeting. An item should not be added later unless it is approved by the Chairman or the Vice-Chairman if the Chairman is not available.
2. The Clerk to the Board must have the agenda prepared and packets ready for each Commissioner by 5:00PM on Thursday before the next BOC meeting. (*NOTE: Packets will be ready for the press on Friday.*)
3. The Clerk to the Board is required to keep full and accurate minutes of all official meetings, including closed session. If a Commissioner would like any part of the minutes verbatim, he or she should make this request to the Clerk within one day after that meeting.
4. There will be a limit of two personal items per Commissioner on the agenda. In the event an item is not approved, a Commissioner must wait for a period of three meetings. At the 4th meeting the item may be added back to the agenda.
5. The Clerk to the Board shall post the agenda for the next BOC meeting on the Polk County Government website on Friday before the next BOC meeting and on the county bulletin board.
6. Applications for Board Vacancies will be presented to the Board for consideration one meeting prior to the vote. There will be no further applications accepted after the initial review. The County Manager's office will inform the new board member and the Chairman of the Volunteer Board of the vacancies filled.
7. Rules of debate between the Board of Commissioners and decorum between citizens attending the board meetings are attached.

Adopted 2/18/2013
Amended 8/4/14
Amended 12/5/2016
Amended 12/3/18
Amended 12/7/2020