

**RULES AND PROCEDURES FOR THE CONDUCT OF BUSINESS  
OF THE POLK COUNTY COMPREHENSIVE PLAN  
ADVISORY COMMITTEE**

A. Adoption of the Rules and Procedures

On November 17, 2008, the Polk County Board of Commissioners adopted these rules and procedures for conduct of all meetings of the Polk County Comprehensive Plan Advisory Committee (CPAC). Any amendments to these rules and procedures must be approved by the Polk County Board of Commissioners. All meetings of the CPAC shall be conducted in accordance with these rules and procedures.

B. Membership

The CPAC was established by the Polk County Board of Commissioners on \_\_\_\_\_, 2008. The CPAC's initial membership consists of the following primary and alternate members from each of the County's Municipalities and Townships:

	<b>Primary</b>	<b>Alternate</b>
<b>Columbus Township</b>	Evangelena Barber	Dave Herbert
<b>Cooper Gap Township</b>	Roger Odel	Bob Strickland
<b>Green Creek Township</b>	Doug Harmon	A.Y. Brown
<b>Saluda Township</b>	Jim Carson	Susan Welsh
<b>Tryon Township</b>	Emily Clark	Mark Byington
<b>White Oak Township</b>	Ernest Giannini	Christel Walter
<b>Town of Columbus</b>	Maryneal Jones	Kathleen Kent
<b>City of Saluda</b>	Hal Green	Henry Bright
<b>Town of Tryon</b>	John Walters	Katharine Smith

If a primary or alternate member misses two consecutive CPAC meetings, resigns, or is removed for cause by the Board of Commissioners, the Polk County Board of Commissioners shall, at its next regularly scheduled meeting, designate a replacement member. A primary member vacancy will automatically be filled by the designated alternate member and an alternate member replacement will be designated by the Polk County Board of Commissioners. First consideration for replacement appointees will be given to those individuals who originally applied for appointment to the CPAC but were not selected.

C. Officers

The initial Chairperson of the CPAC shall be Jim Carson as designated by the Comprehensive Plan Activating Committee. The CPAC shall, at its initial meeting, by majority vote of its primary members, elect a Vice Chairperson from its primary members. The Polk County Planning Director, or a Polk County employee designated by them, shall serve as secretary.

D. Conduct at Meetings

- The Chairperson, when present, shall conduct all meetings.
- The Vice Chairperson, when present, shall conduct the meeting when the Chairperson is absent.
- If the Chairperson and Vice Chairperson are both absent, the Secretary shall call the meeting to order and conduct the nomination and election of a Temporary Chairperson. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
- A majority of the whole number of primary members, or alternate member sitting in place of a primary member, of the CPAC shall constitute a quorum, and no action shall be taken by the CPAC without a quorum present.
- If a quorum is not present within ½ hour after the appointed time for any meeting, the presiding officer or the Secretary may declare the meeting adjourned.
- While the CPAC is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the CPAC nor disturb any member while speaking, or refuse to obey the order of the CPAC or its presiding officer.
- The County Attorney shall be available to provide legal counsel to the CPAC, upon approval of the Polk County Board of Commissioners.
- All CPAC meetings shall be open to the public and advertised and conducted in accordance with the Polk County Comprehensive Plan Citizen Participation Plan.
- CPAC Meetings shall be conducted in accordance with these Regulations and Robert's Rules of Order for items not covered in these Regulations.
- At each CPAC meeting, the location, date, and time of the succeeding meeting will be determined.
- Special meetings may be called at the discretion of the Chairman.

E. Agenda

- The proposed agenda for each meeting shall be completed by the Secretary, who shall consult with the Chairperson as the presiding officer of the CPAC. The Secretary shall make the proposed agenda available to the public at least 48 hours in advance of each meeting.
- The CPAC may amend the agenda as the first item of business at the meeting upon the determination that a need to amend the agenda exists. A majority of primary committee members present must agree that a need exists in order to add or remove an item for discussion.

- Under "CPAC and Staff Comments", any member of the CPAC, the Secretary or county staff may request additional matters be listed on an upcoming meeting agenda. If a majority of members of the committee, by formal vote, do not agree the items should be included in the agenda, the items shall not be listed.
- The agenda for regular and special meetings of the CPAC shall be as follows:
  - Call to Order
  - Pledge of Allegiance
  - Roll Call
  - Approval of Agenda
  - Approval of Minutes
  - CPAC Primary Member and Staff Comment
  - Public Comment (10 minute limit)
  - Old Business
  - New Business (note specific items to be identified for each agenda)
  - Public Comment (10 minute limit)
  - Adjournment
- During the "CPAC and Staff Comment" portion of the meeting, statements will remain brief. If issues are identified during this comment session that require further discussion or decision, those issues will be placed on an upcoming agenda by majority vote of the members present.
- Formal voting procedures may be invoked at the discretion of the presiding officer.
- Regularly scheduled CPAC meetings will not exceed two (2) hours in length.

F. Addressing the CPAC

Any person desiring to address the CPAC shall first seek recognition by the presiding officer and upon recognition, shall proceed to the floor and give his or her name and address. Statements shall be limited to five (5) minutes, and remarks shall be confined to the order of business prescribed by this section:

- Under the heading of "Public Comment", any interested person, including CPAC alternate members, may address the CPAC on any matter over which the CPAC has jurisdiction
- Any person(s) making personal, defamatory or profane remarks or who willfully utters loud, threatening or abusive language or engages in any disorderly conduct which disturbs or disrupts the orderly conduct of any meeting shall be called to order by the presiding officer.
- No signs, pennants or posters, are permitted by members of the public at CPAC Committee meetings.
- Persons making public comment may not yield their time to another speaker, and each individual is limited to speaking once during a particular public comment period.

- Alternate members may be permitted to participate in the CPAC discussion of specific agenda items at the discretion of the presiding officer.

G. Minutes

- Minutes of all CPAC meetings shall be kept by the Secretary.
- All minutes shall be approved by the CPAC.
- Approved minutes, with all corrections and additions made, shall be available to the public within three (3) working days of approval. Any person may purchase a copy of the minutes from the Polk County Planning Department at the cost of reproduction.
- The Secretary shall preserve approved minutes as a permanent record and the official authoritative record of the CPAC proceedings.
- The Secretary shall submit copies of approved minutes to the Polk County Planning Board and Board of Commissioners.

Adopted this the 17<sup>th</sup> day of November, 2008.

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(seal)

Attest:

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