

MEETING PROCEDURE

1. Prayer
2. Pledge of Allegiance
3. Approval of previous meeting minutes
4. Additions to the agenda and approval of the agenda
5. Agenda items
6. Citizen comments*
7. Commissioner comments
8. Adjournment

MEETING RULES

1. Meetings will be held the 1st Monday of each month at 7:00PM., and the 3rd Monday of each month at 3:00PM, unless otherwise authorized by a majority BOC vote.
2. Motions must have a second before allowed on the floor.
3. Votes are to be made by a raise of the hand and by voice. The voice shall be audible enough to be picked up by the recorder and understood by the Clerk to the Board. 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.
4. The Clerk to the Board shall record all votes by name as “for” or “against”.
5. *Citizens will be allowed to speak after designated agenda items and before a vote. The time limit decision will be left to the discretion of the Chairman.
6. Closed Session minutes are to be voted on at the next Closed Session meeting.
7. Those who regularly receive packets are BOC, County Manager, County Attorney, Office Copy, Library Copy, and Media copies (News Journal, Tryon Daily Bulletin, and The Times News, Hendersonville).
8. Staff members and Department Heads are not required to attend meetings unless it is part of their duty and/or on the agenda, but 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 5:00 pm on Tuesday before the next BOC meeting. An item should not be added later unless it is considered an emergency or time sensitive by the Chairman or the County Manager.
2. The Clerk to the Board must have the agenda prepared and packets ready for each Commissioner by 4:00 PM on Thursday before the next BOC meeting. (*NOTE: Packets will be ready for the press on Friday.*) Advertisement of the meeting agenda will run in the Tryon Daily Bulletin Friday before the next meeting instead of Monday.
3. The Clerk to the Board is required to keep full and accurate minutes of all official meeting, including closed session. If a Commissioner would like any part of the minutes verbatim, he should make this request to the Clerk within 2 days after that meeting.
4. There will be a limit of (3) personal items per Commissioner on the agenda. In the event an item is not approved, a Commissioner must wait for a period of (3) meetings. At the 4th meeting, and with the approval of the majority of the Board, the item may be added back to the agenda.
5. The Department Heads that have an agenda item will be on the first part of the agenda. 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.