

Modifications To Suggested Procedural Rules For Local Appointed Councils
For The Cashiers Area Community Planning Council

The Cashiers Area Community Planning Council (“Council”) adopts the Suggested Procedural Rules For Local Appointed Councils by Trey Allen and Fleming Bell and published by the UNC School of Government with the modifications specified below. Each section stated below is adopted as a modification to the section of the Rule stated in the Suggested Rules. If a section is not reprinted or modified below, it remains as stated in the Suggested Rules including any option in parenthesis or brackets. If a section modified below is followed by ..., this means that the remaining or unmodified section or sections remains as stated in the Suggested Rules.

Rule 1. Applicability of Rules: These rules apply to all meetings of the Cashiers Area Community Planning Council ...

Rule 3. Remote Participation in Council Meetings:

- (a) A member who is not physically present for a Council meeting and provides at least 24 hour notice to the Clerk to the Council, may take part in debate in the meeting by electronic means but may neither be counted toward a quorum nor may be the deciding vote on any matter before the Council.
- (b) During a State-Level Declared Emergency, the Council will follow the provisions for Remote Meetings set forth in G.S. 166A-19.24.

Rule 7. Broadcasting and Recording Meetings...

- (b) Advance Notice. Any radio or television station that plans to broadcast any portion of a Council meeting shall so notify the Clerk to the Council...

Rule 8. Organizational Meeting; Selection of Chairman and Vice-Chairman

On the first meeting following appointment or as soon as practical thereafter, all newly appointed and reappointed members of the Council shall take and subscribe the oath of office as the first order of new business of that meeting. At the first meeting in January, when necessary or at the request of a Council member, the Council shall elect a Chairman and Vice-Chairman. A member or Officer may continue to serve at the expiration of their term until reappointed or replaced.

Rule 9. Regular Meetings:

- (a) Regular Meeting Schedule. The Council may annually adopt a regular meeting schedule showing the times and places of its regular meetings for the year.
- (b) The Council shall ensure that a copy of its current regular meeting schedule, complete with the time and place of each regular meeting, is filed with the Clerk to the Council and posted on the Council’s website, if there is one.

Rule 10. Special Meetings...

- (b)...(2) delivered, emailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Clerk to the Council...

Rule 13. Agenda

(a) Draft Agenda

- (1) Preparation. The Council's Clerk shall prepare a draft agenda for each meeting of the Council.
- (2) Requesting placement of items on draft agenda. ...Members shall submit their request to the Clerk...
- (3) Supplemental information/materials. ... The Council's Clerk shall prepare an agenda packet...

Rule 15. Agenda Items from Members of the Public

If a member of the public wishes to request that the Council include an item on its regular meeting agenda, the individual shall submit the request in writing to the Council's Clerk...

Rule 16. Order of Business. Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- a. Call to Order and Quorum Check
- b. Approval of the Agenda
- c. Approval of Previous Minutes
- d. Public Comments
- e. New Business
- f. Old Business
- g. Adjournment

Rule 17. The Chairman ...

- (b) Voting by the Chairman. The Chairman has the same duty to vote as other members, though in no event may the Chairman break a tie on a motion on which he or she has already voted....

Rule 18. Presiding Officer in the Chairman's Absence

If the Chairman is absent, the Vice-Chairman shall preside...

Rule 19. When the Presiding Officer is Active in Debate. If the Chairman becomes active in debate on a particular proposal, the Chairman may have the Vice-Chairman preside during the Council's consideration of the matter. If the Vice-Chairman is absent or is also actively debating the matter, the Chairman may designate another member to preside over the debate.

Rule 20. Action by the Council:

Except as otherwise provided in Rules 28,30 and 33, the Council shall act by motion. Any member may make a motion.

Rule 21. Second Required. A second is required on all motions.

Rule 29. Duty to Vote

Every member shall vote unless excused by the remaining members of the Council.
...The unexcused failure to vote by a member who is physically present in the meeting room, or who has withdrawn without being excused by majority vote of the remaining members present, shall be recorded as an affirmative vote.

Rule 32. Committees.

(a) Authority to Establish. The Council may establish standing or temporary committees to help the Council carry out its work. Rule 33(b) governs appointments to all such committees.

Rule 33. Appointments to Public Bodies...

(b) Committee Appointments. The Council shall make appointments to any committees established under Rule 32...

Rule 34. Amendment to the Rules...

...To be adopted, a motion to amend these rules must be approved by a majority of the Council's members.