

TOWN OF ELIZABETHTOWN

RESOLUTION # R-05-021

**RESOLUTION AMENDING THE MEETING
NOTICE/AGENDA POLICY FOR
TOWN OF ELIZABETHTOWN COUNCIL MEETINGS, WHICH WAS ORIGINALLY
ADOPTED MARCH 3, 2003**

WHEREAS, for the purpose of providing the Mayor and Town Council adequate notice of business to be brought before them for consideration and action; and,

WHEREAS, the Town staff should have sufficient time to research and develop background material on agenda items; and

WHEREAS, except where otherwise provided for by Town of Elizabethtown Ordinances, the procedures of the Council shall be governed by this policy;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Elizabethtown, North Carolina that the Elizabethtown Town Council desires to establish a meeting notice/agenda policy for the Elizabethtown Town Council meetings as outlined below:

The following requirements of the Meeting Notice/Agenda Policy shall apply to all regularly scheduled meetings of the Elizabethtown Town Council:

Section 1. Agenda Deadline/Written Requests

- a) All requests to be placed on the regular meeting agenda of the Town Council shall be submitted in writing in a form provided by the Town, no later than six (6) working days prior to the date of the scheduled meeting. Requests shall be specific and provide sufficient information, which will reasonably allow the Council to consider the matter. Copies of any relevant supporting material shall be included with the request and shall also meet the aforementioned deadline. Supporting materials not easily reproduced, as determined by the Town Clerk, shall be provided in sufficient numbers by the person requesting consideration of the agenda item. Persons requesting to be placed on the agenda shall also state the approximate amount of time they will need to present information to the Council. They shall also clearly state the action requested to be taken by the Council, as well as justification for such request.
- b) Persons appearing on the agenda will be granted a maximum of fifteen (15) minutes to make a presentation. The Mayor shall be responsible for enforcing this requirement.
- c) Persons requesting to be placed on the regular meeting agenda shall be notified in writing by the Town Clerk as to the time and location of such meeting. A copy of the agenda shall also be provided to the person making the request.
- d) The Town Council shall take no action on any subject not formally on the agenda except on emergency items requiring immediate action. The Town Council may make an exception to the deadline provisions in paragraph 1a upon approval by a majority of Council present at a regularly scheduled meeting. Such items of business shall be heard under the "Other Reports/Business" portion of the agenda.

e) Persons wishing to appear before the Council during the "Open Forum" portion of the meeting shall be granted three (3) minutes to speak. Notice of the time limit requirements shall be printed under the "Open Forum" section of each agenda in order to make the public aware of the policy. Speakers may not assign their three (3) minutes to other speakers.

Section 2. Meeting Notification Requirements:

- a) A notice of the Town Council annual regular meeting schedule shall be provided to all individuals and/or organizations having filed a written request for such notice with the Town Clerk.
- b) "Special Meeting" notices shall be posted on the main bulletin board in the foyer of Town Hall at 805 West Broad Street at least 48 hours prior to the scheduled meeting excluding weekends and Town recognized holidays. Notice shall also be provided to all individuals and organizations having filed a written request and paid for such notice with the Town Clerk.
- c) Notice requests shall be made in writing on a form provided by the Town. Requests shall be renewed annually by all individuals, organizations and news media. Individuals and organizations shall be charged an annual fee of \$10.00 to receive meeting notices in accordance with NCGS 143-318.12. The news media shall be exempted from such charge as provided for in the above referenced statute. It shall be the responsibility of the Town Clerk to ensure notices are provided to those making the request.

BE IT FURTHER RESOLVED that in the event that any circumstances arise that are not sufficiently covered by this Resolution or other Ordinances or Resolutions governing Council meetings, the Town Council shall refer to A. Fleming Bell's Suggested Rules of Procedure for a City Council for guidance.

Adopted this the 11th day of July, 2005.

Kenneth R. Kornegay, Mayor

ATTEST:

Juanita Hester, Town Clerk