

## **Rules of Procedures for Weekly Fulton County Commissioners' Meeting**

### **I. AGENDA**

- a.) The Chief Clerk, in consultation with the Chairman shall prepare an Agenda for the weekly meetings of the Board of Commissioners.
- b.) Any requests for matters to be placed on the Agenda shall be submitted in writing or by phone call by noon on Monday for the week's meeting. If Monday is a legal holiday or if a meeting is scheduled for a day other than Tuesday, the deadline for requests to be placed on the Agenda shall be noon the previous day working day.
- c.) The Agenda will be finalized by the Chief Clerk at 2:00 PM on the Monday of the week of the Meeting. If Monday is a legal holiday, or if a meeting is scheduled for a day other than a Tuesday, the deadline for finalizing the Agenda shall be 2:00 PM on the previous work day.
- d.) Anyone requesting that items be placed on the Agenda shall provide the topic of the item and sufficient information and detail so as to provide a reasonable notice of the nature and purpose of the Agenda items.
- e.) Those wishing to speak in public comment on Meeting Day and would like added to Agenda, shall provide their name and the topic of their comment. Topics shall be limited to matters of concern, official action or deliberation which are or may not be before the County Commissioners.
- f.) The Board of Commissioners shall have the right to make additions or deletions from the Agenda or change the order of the Agenda after it is finalized as they deem necessary or appropriate.

### **II. MEETINGS**

- a.) Public Notice of the meetings shall be advertised and posted by the Chief Clerk as required by law.
- b.) The Chairman of the County Board of Commissioners shall direct the meeting. In the absence of the Chairman, the Vice-Chairman shall direct the meeting and shall have all powers and duties of Chairman.
- c.) Roberts Rules of Order shall be used to conduct the meeting unless otherwise modified by these Rules or waived by the Board of Commissioners.
- d.) Residents and/or taxpayers may use audio or stenographic recorders to record all or any portion of the meeting. Said recorders shall be operated from the area set aside for the general public seating and may not be placed on the Board of Commissioners desk without prior consent of the Chairman.
- e.) Video recorders may be used to record all or any portion of a public meeting. The operator of the recorder shall remain seated in the area set aside for the general public or stand in the rear or to the side of the general public seating area so as to not interfere in any way with the activities of the Board of Commissioners or the ability of the general public to observe the Board.

### **III. PUBLIC COMMENT**

Residents and taxpayers of Fulton County shall have the right to speak in meetings during the Public Comment portion of Agenda. In order to conduct meetings in an orderly and productive manner the following rules and regulations shall govern such speakers:

- a.) A speaker shall request to be placed on the Agenda as provided by Section 1 of these Rules.
- b.) Comment shall be received only after the speaker is recognized by the Chairman.
- c.) The speaker shall announce his or her name and address prior to addressing the Board of Commissioners.
- d.) The Chairman may request the speaker to step forward when addressing the Board.
- e.) The Chairman may rule out-of-order: scandalous, impertinent, irrelevant and redundant comments, or comments of discernible purpose or effect of which is to disrupt or needlessly protract the proceedings of the meeting.
- f.) The Chairman may request any individual to leave the meeting and may contact security to that end when that individual does not observe reasonable decorum. Further, the Chairman may request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
- g.) The Chairman may call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
- h.) The Chairman may allocate available time among individuals wishing to comment.
- i.) Time allocated for the public comment period at each meeting shall not exceed thirty (30) minutes. Each speaker will be allotted three (3) minutes to present his or her topic. Said time limitations may be altered or waived at the Chairman's direction.
- j.) At the discretion of the Chairman conducting the meeting, a group of citizens registered to address the Board on the same issue may be required to designate a spokesperson.