

POLK COUNTY BOARD OF COMMISSIONERS

Meeting Procedure, Rules, and Decorum

December 15, 2025

MEETING PROCEDURE

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
6. Citizen Comments - Agenda Items
7. Agenda Items
8. Citizen Comments - Non-Agenda Items
9. Commissioner Comments
10. Adjournment

MEETING RULES

1. Meetings will be held on the 3rd Monday of each month at 5:00PM, unless otherwise authorized by a majority BOC vote.

2. Agenda items which require a vote must have a motion and a second before being allowed on the floor for discussion.

3. Votes are to be made by a raiser of the hand and by voice when meeting in person. A non-indication or a non-vote is the same as a “yes” vote. To abstain from a vote is also a “yes” vote.

4. The Clerk to the Board shall record all votes by “in favor” or “against.”

5. Per North Carolina General Statute, § 160A-81.1. A time period will be allotted for citizens to comment on agenda and non-agenda items at a regular meeting at least once a month. Comments will be limited to four minutes per speaker. Comments may be made in person at meetings open to the public. (Note: If the need arises, it will be left to the Chairman’s discretion to designate a group spokesperson.) No video, or audio citizen submissions will be allowed. (Special exceptions can be made prior to the meeting by the Chairman.)

6. Staff members and Department Heads are not required to attend meetings unless it is part of their duty and/or on the agenda, however they are free to attend at their choosing.

7. Agenda item presenters are encouraged to attend meetings in person, however in exigent circumstances remote presentations are permissible with prior approval from the Chairman.

AGENDA ITEMS PROCEDURE

1. Agenda item forms must be submitted to the Clerk to the Board by 5:00PM on the Tuesday before the next BOC meeting. An item should not be added later unless it is approved by the Chairman.

2. The Clerk to the Board should have the agenda prepared and packets ready for each Commissioner by 5:00PM on Thursday before the next BOC meeting. *(NOTE: Packets will be ready for the public on the Friday before the meeting.)*

3. The Clerk to the Board is required to keep full and accurate minutes of all official meetings, including closed sessions. Closed Session minutes are to be voted in a timely manner at a Closed Session meeting. Verbatim minutes must be requested within twenty four hours after the meeting adjourned.

4. There will be a limit of two personal items per Commissioner on the agenda. Only the Commissioners are authorized to place items on the official meeting agenda. In the event an item is not approved, a Commissioner must wait for a period of three meetings. At the 4th meeting, the item may be added back to the agenda if requested.

5. 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 vote. 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.

RULES OF DEBATE: MEETING DECORUM BETWEEN POLK COUNTY BOARD OF COMMISSIONERS

1. Every Commissioner desiring to speak should address the Chair, and upon said recognition by the Chair may proceed. Discussion should be confined to the question under debate, avoiding all personalities and indecorous language.

2. Commissioners shall refrain from: attacking a member's motives; speaking adversely on a prior motion not pending; speaking while the Chair or other board members are speaking; speaking against their own motions; and disturbing the Board.

3. A member once recognized should not be interrupted when speaking unless said member is being called to order. The member should then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said member shall be at liberty to proceed.

4. A member shall be deemed to have yielded the floor when he or she has finished speaking. A member may claim the floor only when recognized by the Chair.

RULES OF DEBATE: MEETING DECORUM BETWEEN POLK COUNTY BOARD OF COMMISSIONERS AND CITIZENS

1. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceeding or the peace of the Commission or disturb any person having the floor. No person shall refuse to obey orders of the Chair of the Commission. Any person making impertinent, or slanderous remarks or who becomes boisterous while addressing the Commission shall not be considered orderly or decorous. Any person failing to comply as cautioned by the Chair, unless permission to continue to again address the Commission is granted by the Chair.

2. Any individual who becomes disruptive or interferes with the orderly business of the Commission may be declared out of order by the Chair or the Commission and will be directed to relinquish the podium. Failure to comply may result in removal from the Commission Chambers or other meeting room for the remainder of the meeting, and such removal may be carried out by County Officials or Law Enforcement.

~~3. If the Chair or the Commission declared an individual out of order, they will be requested to relinquish the podium. If the person does not do so they are subject to removal from the Commission Chambers or other meeting room and may be removed by the Sheriff.~~

~~4. Any person who becomes disruptive or interferes with the orderly business of the Commission may be removed from the Commission Chambers or other meeting room for the remainder of the meeting.~~