

BOARD OF COMMISSIONERS – POLICY NO. 17

AGENDA DEVELOPMENT

A. Purpose

The purpose of this policy is to set forth the procedures, criteria, and conditions under which the Board of Commissioners Meeting Agendas are created. A comprehensive agenda, which sets forth the items of business and the order in which they are to be considered, is vital to the order and efficient handling of any meeting.

B. Statement of Intent

Board members have shown interest in a more formal agenda development process to assist in the order and efficiency of how their meetings are handled.

The agenda is typically prepared by the Town Clerk in coordination with the Town Manager and Department Heads. “Future Agenda Items” was added to the agenda in 2020 to inform the Board of upcoming agenda items and to provide an opportunity for Board members to introduce items for discussion, consensus, and future action.

C. Definitions

1. Proclamations – a ceremonial document issued by either the mayor or the governing board to honor individuals or groups for service or achievements, or to provide recognition/publicity to special events or significant issues. Typically, proclamations designate a day, week, or month for a special purpose.
2. Letters – a request for recognition or acknowledgement for something that does not justify the issuance of a proclamation. Such requests may include weddings, family reunions, non-milestone birthdays, and a Boy Scout achieving the rank of Eagle Scout. A formal letter from the office of the mayor usually serves this purpose quite well.
3. Certificates/Awards – Certificates and awards are similar to proclamations in that they recognize individuals or groups for service or achievements, but without the background information provided by the “whereas” clauses found in a proclamation. A certificate is a concise acknowledgement stating who is being recognized and why, followed by a date and signature(s) of the mayor and/or the governing board.
4. Resolutions – a formal document adopted by the governing board whenever a formal written record of action taken is required or when certain findings must be made in connection with a particular action.
5. Background Materials – supporting documents and information to assist the Board in making proper decisions.

6. Ordinances – Ordinances set forth standards that govern throughout a community. In short, they are the written laws of a municipality, which have been duly adopted by its governing body and can be amended or repealed only through adoption of a new ordinance. Other situations that require adoption of an ordinance include adopting or amending the city budget, creating, or amending zoning classifications, and establishing regulations applicable to persons or property which impose a penalty by fine, imprisonment or forfeiture.

D. Guidelines to Request Proclamations/Certificates/Letters

Citizens seeking recognition should submit their request in writing to the Town Clerk at least 30 days prior to the date of the event so that the proper document can be prepared. Recognitions before the governing board must have prior approval by the Board. Otherwise, the Mayor may present such recognitions at such events. A copy of all documents will be filed with the Town Clerk whether recognition is done at a regular meeting or by the Mayor at such event.

Requests may be turned into Town Hall at 601 W. Corbett Avenue in Swansboro NC 28584 or emailed directly to the Town Clerk at afender@ci.swansboro.nc.us. The Request Form can be found at www.swansboro-nc.gov.

Proclamations will not be issued for matters of political controversy, ideological or religious beliefs, individual conviction, events or organizations with no direct relationship to the Town of Swansboro, campaigns or events contrary to Town policies. Proclamations should affect a broad group of people, not individuals and will only be issued once per calendar year.

Letters/Awards/Certificates can be prepared for individuals.

E. Guidelines for the Mayor and/or Board Members to introduce items for the Agenda

In 2020, “Future Agenda Items” was added to the agenda to inform the Board of upcoming agenda items and to provide an opportunity for Board members to introduce items for discussion, consensus, and future action. Any such items will require a consensus by the Board to be added to a future agenda.

1. In 2020, the Board agreed by consensus that recognitions such as sports and academics, and other recognitions noted in the above Definitions section would only be done at board meetings when a state championship level was achieved. The Mayor has discretion to provide any other such awards at the schools and/or locations where other achievements were obtained. Requests for such recognitions would still run through the proper process and be filed with the Town Clerk when given.

F. Agenda Sections

Agenda layouts may differ, but generally consist of the same sections each month including, but not limited to, the following:

1. Call to Order/Opening Prayer/Pledge of Allegiance

2. **Public Comment:** Required by general statute to be on a governing body's agenda at least once a month to allow the public to speak (NCGS § 160A-81.1). Swansboro goes above and beyond the law allowing up to three comment periods at its regular meetings. Public Comment #1 – Citizens have opportunity to speak on agenda items listed on the agenda. Public Hearings – Citizens have opportunity to speak on items requiring a public hearing. Public Comment #2 – Citizens have opportunity to speak on items not listed on the agenda. It is noted that the governing board does not typically respond to public comment provided at meetings and may ask the Manager to respond accordingly. (*Reference BOC Policy #4 Meeting Procedures and Guidelines*)

3. **Adoption of the Agenda and Consent Items:** The governing body approves the agenda as presented or may amend the agenda by majority vote. The governing body may also approve noncontroversial items under Consent. Items suitable for Consent: Approval of Minutes, Tax Refunds, Adoption of Ordinances previously introduced, Budget Ordinance Amendments when agenda memo details are clear to the governing board. Once the Agenda is adopted, no further changes should occur.

4. **Appointments/Recognitions/Presentations:** Board appointments, special recognitions and presentations are made after the adoption of the agenda. From time to time a public presentation may be made when requested in advance and approved under the terms of this policy. However, inquiries for presentation are typically referred to the Public Comment section of the agenda.

5. **Public Hearings:** Topics as required by general statute.

6. **Business Non-Consent:** Items of old business are typically placed first under Business Non-Consent but can be moved prior to Adoption of the Agenda to accommodate guest presentations etc. New Business items that the governing body has not seen or discussed previously are then considered. Items can include the monthly Financial Report and Future Agenda Items discussion/introduction.

7. **Items Moved From Consent:** If items placed on Consent need discussion they are moved to this section for discussion/action prior to Adoption of the Agenda.

8. **Manager's Report and/or Comments:** Manager informs the governing body on various topics or issues. This report may include special dates, upcoming meetings, etc.
9. **Board Comments:** The mayor and members of the governing body report or comment on various items.
10. **Closed Session:** Items the governing body need to discuss privately as allowed by statute (NCGS § 143-318.11).

11. Adjournment

Adopted in regular session July 26, 2021 by the Town of Swansboro, Board of Commissioners.

Amended in regular session May 9, 2022 by the Town of Swansboro, Board of Commissioners.

(Development of this policy involved use of the MORE (Minutes, Ordinances, Resolutions, Etc.) written by NC Association of Municipal Clerks and review of several policies by other jurisdictions provided through the UNC SOG Listserv.)



Town of Swansboro Recognition Request Form

Form must be completed and returned 30 days prior to date of recognition to the Town Clerk at afender@ci.swansboro.nc.us or 601 W. Corbett Avenue Swansboro, NC 28584.

Requestor's Name _____

Requestor's Address _____

Requestor's Telephone and Email _____

Person/Organization to be Honored _____

Event Title _____

Event Date, Time & Location _____

Type of Honor Requested Proclamation _____ Certificate _____ Letter _____ Resolution _____

Provide detailed reason for request including a list of accomplishments and how the individual/organization benefits the quality of life in the Town of Swansboro. For proclamations include 4-6 "whereas" clauses that detail the recognition.

The Town of Swansboro reserves the right to use submitted facts as deemed appropriate and may request additional information when necessary.