

## **BARROW COUNTY BOARD OF COMMISSIONERS**

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## **1.0 OPERATIONALPROCEDURE**

### **SECTION 1.01 MEETINGS**

1.01.01 **Regular Meetings:** The Board's Voting Meetings shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month, unless due to a holiday or other extenuating circumstance, the Voting Meeting is scheduled for an alternate date by majority approval of the Board of Commissioners. Public Hearings will be held at the Voting Meeting on the 2<sup>nd</sup> Tuesday of the month and a Work Session will be held following the Voting Meeting as needed on the 4<sup>th</sup> Tuesday of the month. The Board may meet at times other than those regularly scheduled meetings described herein as may be specially called by the Board in accordance with these Rules of Procedure.

1.01.02 **An Adjourned Meeting** is a continuation of the meeting immediately preceding, whether a regular or special meeting:

- a. If the scheduled business of the Commission is not completed due to time constraints or emergency, the meeting shall be adjourned to the following day or a specific day scheduled by the Commission to allow for the completion of pending business;
- b. In an adjourned meeting (regular or special), only business which would have been proper to consider at that meeting may be considered and acted upon at the adjourned meeting;
- c. Adjourned meetings resume business under the same rules, limitations and rights as the original meeting from which it was adjourned;
- d. The continuation of a public hearing will be allowed provided it is postponed to a certain date.

1.01.03 **Executive session meetings** shall be conducted in accordance with the Open Meetings Act, O.C.G.A. §50-14-1 et seq., and as these sections may be amended from time to time.

1.01.04 **Special Called Meetings:** At the request of a majority of the members of the Board, the Chairperson shall, at a time agreeable to most of the members, call a special meeting.

### **SECTION 1.02 QUORUM**

Any four (4) members of the Board shall constitute a quorum for any meeting of the Barrow County Commission.

1.02.01 If a quorum is not present thirty (30) minutes following the scheduled hour for convening, the Chairperson or the Chairperson pro-tempore may adjourn the

meeting. The Chairperson may select another hour and day for the meeting.

1.02.02 If during the meeting there ceases to be a quorum, all business must stop, except that the Board, by majority votes to be recorded in the minutes (naming those present at the time of the vote) may:

- a. Set another day at which to reconvene;
- b. Adjourn and return at the next regular meeting; and/or
- c. Recess to determine if a quorum will be present within a short period of time.

### **SECTION 1.03 CHAIRPERSON**

1.03.01 The Chairperson shall have the same rights and privileges of the other Commissioners. The Chairperson can debate, make motions, and vote on any matter before the Board. Additionally, his/her duties during meetings shall include:

- a. Presiding over meetings of the Commission;
- b. Calling the meeting to order at the scheduled hour;
- c. Determining that a quorum is present;
- d. Preserving decorum and order at all meetings;
- e. Making the Commissioners aware of the substance of each motion;
- f. Calling for the vote;
- g. Announcing the results of each vote; and
- h. Calling for a recess at such times as deemed advisable.

1.03.02 The Chairperson shall exercise other duties as prescribed under Georgia law and the Barrow County Charter.

### **SECTION 1.04 CHAIRPERSON-PRO TEMPORE**

The Chairperson-pro tempore shall be elected by a majority of the Board no sooner than the first meeting in January of each year and no later than the second meeting in January of each year. The Chairperson-pro tempore shall serve for a period of one year and shall preside at board meetings in the absences of the Chairperson, shall have no other powers of the Chairperson, but shall have the same rights while presiding as any other member, including the right to make motions, debate, vote, and abstain on motions, without limitation. The Chairperson-pro tempore

may succeed himself/herself.

## **SECTION 1.05 MINUTES**

1.05.01 All actions of the Commission at Public Meetings shall be accurately recorded by the clerk (or his/her designee) in the County's official minutes and shall include at a minimum the following:

- a. All main motions, exactly as worded when adopted (including amendments or stipulations);
- b. The name of the persons making and seconding the motion;
- c. Disposition of all main motions, whether
  1. Adopted;
  2. Defeated;
  3. Referred to committee or to staff for further information or recommendation; and
  4. Held until \_\_\_\_\_ (a definite time/date); and
- d. How each commissioner voted.

1.05.02 Minutes of Executive Sessions shall also be recorded, but shall not be open to the public, except as required by law. Such minutes shall specify each issue discussed in Executive Session. In discussions subject to the attorney-client privilege, only the fact that an attorney-client discussion occurred and its subject shall be identified, but the substance of the discussion need not be recorded and shall not be identified in the minutes. Executive Session minutes shall be retained separate and apart from the public meeting minutes, but preserved for in camera inspection by an appropriate court should a dispute arise as to the propriety of any Executive Session.

1.05.03 Adoption and Correction of the Minutes

- a. The responsibility for correcting and approving the minutes for Public Meetings and Executive Sessions shall be vested only in the members of the Commission. The minutes shall be adopted at the next regular meeting of the Board. The minutes of each meeting shall indicate their subsequent approval/correction. The minutes may be corrected whenever an error is noticed regardless of the time, which has elapsed. The Board may correct the minutes of a previous meeting prior to the adoption with a majority approval of the Board. The Board may otherwise correct errors in minutes that have been adopted with a majority approval of the Board.
- b. Correction of the minutes may only be utilized to amend scrivener or other similar technical errors in the minutes or anything that results in the minutes

not accurately depicting what occurred in a prior meeting. Correction of the minutes shall not be used to modify the substance or content of previous Board action.

1.05.04      The County Clerk shall attest to the Minutes.

## **SECTION 1.06      AGENDA**

- a. An agenda for the meetings will be prepared by the County Manager with the input of the Commissioners and will be available to the Commissioners the Friday in advance of the meeting. **Any four Commissioners or the Chairperson may place an item on the agenda.** Documents and information pertaining to agenda items must be received by 5:00 P.M. on Wednesday of the week preceding the respective meeting. Any Commissioner may request additional information for any agenda item.
- b. While it is usual for unfinished business (i.e., old business) to be considered prior to new business, the order of business listed in the published agenda may be changed upon majority vote.
- c. Late additions to the published agenda: Prior to publication, no item shall be added to the agenda after the deadline for submittal of agenda items other than those necessary for the operations of the County as recommended by the Chairperson or any four Commissioners.

1.06.01      A **non-agenda item** shall be defined as that which is deemed by the County Manager to require urgent attention, but which has not been placed on the published agenda.

- a. Adequate information, including the specific topic, shall be given on any items requested to be added as non-agenda items.
- b. A vote of four (4) members shall be required to add a non-agenda item. Should only four (4) members of the Commission be present, a unanimous vote shall be required.

1.06.02      At the beginning of any meeting, when the agenda is being adopted, any four Commissioners may postpone any item on the agenda until the next regular meeting or to a date certain. In the event the matter postponed pertains to a zoning decision, the length of postponement may necessitate another public hearing if deemed required by the county attorney. A public hearing agenda item may also be postponed by majority vote to a date certain.

## **SECTION 1.07      VOTING**

1.07.01      All votes shall be taken by show of hands. An affirmative vote of at least four (4)

members of the Board shall be required to adopt a motion. If a Motion to approve an item is defeated by the vote, the vote does not constitute an affirmative denial of the item. Instead, a Motion to deny should immediately follow to bring closure to the item. Likewise, if a Motion to deny an item is defeated by the vote, the vote does not constitute an affirmative approval of the item. Instead, a Motion to Approve should immediately follow to bring closure to the item.

1.07.02 A tie vote shall cause all procedural motions to be defeated. A tie vote on a main motion shall keep the motion as pending before the Board and the motion shall be rescheduled for another time.

1.07.03 No Commissioner who is present at any meeting of the Commission at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any decision, ruling or act, except when, with respect to any such Commissioner, there is or appears to be a possible conflict of interest as described in the Barrow County Ethics Ordinance. In such cases, the abstaining Commissioner shall give his/her reason for abstaining.

1.07.04 If an item fails to receive at least four (4) votes after multiple failed motions and obvious stalemate, the item shall automatically be placed upon the next Voting Meeting agenda, unless the Board determines to call a special meeting to address the item.

## **SECTION 1.08 PUBLIC PARTICIPATION IN BOARD MEETING**

The Barrow County Board of Commissioners welcomes visitors to board meetings and, subject to the following, is willing to hear any person desiring to appear before the Board who is not currently an announced candidate for public office or an employee of the county.

1.08.01 Persons wishing to address the Board shall do so during the **Public Comment Portion** of the agenda. The Public Comment Portion shall occur at each Regular Voting Meeting of the Board for a total period of ten (10) minutes. Persons may only address items on any non-public hearing portions of the agenda.

- a. A total of five (5) speakers are allowed to address the Board of Commissioners at each Regular Voting Meeting of the Board. Speakers shall sign-up in person with the Clerk to the Board on a first-come basis on forms provided by the County, with sign-up to begin prior to the meeting and ending at 6:00 P.M. on the date of the Regular Voting Meeting. Each speaker will be allotted a maximum of two (2) minutes for their presentation. If more than five (5) individuals request to speak, then they are invited to provide their comments in writing following the meeting.
- b. An extension to the ten (10) minute scheduled Public Comment session, and/or an extension of the two (2) minute limit per person, may be granted by the Chairperson.

1.08.02 **Public Hearings.** Persons wishing to address the Board of Commissioners in **duly advertised public hearings** will be heard. Each speaker should sign up on the sign-in sheet available prior to the meeting. Proponents of a particular item shall be afforded a maximum of ten (10) minutes and an equal maximum time period shall be afforded for presentation by opponents of each item. Rebuttal by the applicant or proponent of a particular item shall be permitted if time is remaining in the originally allocated ten (10) minutes. Individuals shall be heard by the Board in the order listed on the sign-in sheet. Said time limit per person will be apportioned among those signed up to speak, to the extent possible, and may be lengthened or shortened for a given speaker, or for all speakers on a given matter, or for all speakers in a given meeting, by the Chairperson. If time allows, persons wishing to address the Board, who did not sign up prior to the meeting, will be allowed to do so.

1.08.03 All persons speaking in either the Public Comment or the Public Hearing portion of the meeting shall address the Board in the following manner:

- a. State his/her name and state address if desired (address is required only on the sign-in list and may be omitted if the speaker has listed his/her address on the sign-in list);
- b. If requested by the Board, the speaker may be required to state:
  1. Whether he/she is speaking for himself/herself or for another;
  2. If he/she represents an organization or represents a policy established by an organization or governing body and whether he/she is being compensated by the person(s) for whom he/she speaks; and
  3. Whether he/she or any member of his/her immediate family has a personal interest in the pending matter.
- c. Anyone wishing to speak must be recognized by the Chairperson;
- d. Civility is to be maintained at all times;
- e. Disruptive behavior will not be permitted;
- f. Loud, obnoxious and/or unruly persons will be escorted out of the room;
- g. Groups must have a spokesperson to speak on their behalf;

- h. Brevity is key and repetition is to be avoided;
- i. Once the public hearing is closed, no further discussion is permitted, unless the Board has questions for any of the speakers; and
- j. Respect of and for others is paramount.

k. All remarks shall be made to the Board as a body and addressed through the Chairperson. Remarks shall not be made to a particular Commissioner or to the audience.

l. Questions from Board members may be asked for clarification. However, no person shall be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the Chairperson.

## **SECTION 1.09 APPPOINTMENTS OF THE BOARD**

1.09.01 Unless otherwise provided by applicable legislation or ordinance, appointments shall be made as necessary in the following manner:

- a. When it has been determined, by rotation or some other manner, that it is the “turn” of a particular Commissioner to nominate a candidate for a position, such candidate must be elected by an affirmative vote of four (4) members of the Board
- b. If the motion to appoint the nominee fails to receive an affirmative vote of four (4) members of the Board, the Commissioner who made the nomination may nominate another candidate(s) until the position is filled by an affirmative vote of four (4) members of the Board.
- c. If the item fails to receive at least four (4) votes after multiple failed motions and obvious stalemate, the nominee shall automatically be placed on the next Regular Voting Meeting agenda, unless the Board determines to call a special called meeting to address the nominee.

## **2.0 DECORUM OF DEBATE**

The following practices shall be followed in the discussions (debate) on motions and matters presented to the Board of Commissioners.

## **SECTION 2.01 ADHERENCE TO AGENDA**

In discussion, the remarks made by the Commissioners shall be confined to the motion or matters immediately before the body.

## **SECTION 2.02 DISCUSSION OF THE ISSUE**

In discussion, a Commissioner may condemn the nature or likely consequences of the proposed measure in strong terms, but must avoid personalities, and under no circumstances may he/she attack or question the motives of another Commissioner or staff. The issue and not a person shall be the item under discussion.

## **SECTION 2.03 CALL TO ORDER, REMARKS**

The Chairperson shall immediately call as "out of order" any remarks made in regards to comments outside the issue being addressed; or another Commissioner may call this breach of procedure to the attention of the Chairperson and other Commissioners. In either case, the errant Commissioner shall immediately cease the breach of decorum and continue with his/her remarks confined to the issue.

## **SECTION 2.04 DISCUSSION THROUGH THE CHAIRPERSON**

All discussion shall be made through the Chairperson, and one Commissioner may not interrogate another Commissioner or person speaking from the public, except through the Chairperson (or with the permission of the Chairperson)

## **SECTION 2.05 EQUAL OPPORTUNITY**

After a Commissioner has spoken or asked questions on a matter before the Commission, other Commissioners shall be given the opportunity to speak. If no other Commissioner wishes to speak to the issue, the Commissioner may continue speaking to the issue.

## **SECTION 2.06 DISRUPTIONS**

During discussion or voting, a Commissioner shall not disturb the other Commissioners in any way that may be considered disruptive to the proceedings or hamper the transaction of business.

## **SECTION 2.07 CALL TO ORDER, ACTION**

The Chairperson may rule as "out of order" any action deemed inappropriate or dilatory and may interrupt a speaker for reasons deemed necessary by the Chairperson. The Chairperson shall say something to the effect of the following: "Commissioner, those remarks are out of order. Please cease this line of comments and restrict your comments to the inquiry and the merits of the agenda item."

## **SECTION 2.08 CENSURE**

If a Board member commits a slight breach of order - such as addressing another member instead of the Chairperson in debate - the Chairperson shall call the offending member to order as set forth in Section 2.07. In cases of obstinate or grave breach(es) of order, the Chairperson, or any other member, may request that the offending member be censured. A motion for censure, which shall be a public rebuke directed against the offending member, shall require a majority vote and shall ordinarily include a demand that the offending member make some conciliatory gesture, such as an apology.

## **SECTION 2.09 COMMISSIONER COMMENT PERIOD**

Concerning the opportunity for Commissioners to **address the public** at regular meetings:

- a. Each Commissioner shall have an opportunity to address the public on any topic during the opening portion of the Board's regular meeting for no more than five (5) minutes.
- b. During these remarks, a Commissioner must observe the same rules of decorum as those set forth in these Rules of Procedure and may be called to order by the Chairperson or another Commissioner if there is a breach of those applicable rules.
- c. A Commissioner may not use this time to interrogate another Commissioner, staff or citizens. No one shall attempt to enter into discussion with a Commissioner who has chosen to avail himself/herself of this opportunity to share his/her opinions with the public.

## **3.0 PROCEDURE IN MEETINGS**

### **SECTION 3.00 MOTIONS**

Prior to taking the vote, the Chairperson, or at his/her request the clerk, should re-state the motion (or resolution) or its substance.

### **SECTION 3.01 RANKING MOTIONS**

These motions shall take precedence in order in which they are listed below:

- a. Adjourn;
- b. Recess;
- c. Motions of privilege;
- d. Call the question;
- e. Limit discussion or debate by the Commission;

- f. Hold until a time certain;
- g. Refer back to staff/committee; or refer to staff/committee;
- h. Amend; and
- i. Main motion.

3.01.01 A **main motion** shall be a motion whose introduction brings business before the Commission. Such a motion shall require a second, and, if such motion fails to obtain a second, the Chairperson shall indicate the motion has failed.

a. Possible dispositions of a main motion shall include:

- 1. Adopt;
- 2. Amend and adopt with amendments (or stipulations);
- 3. Defeat;
- 4. Refer back to staff/committee;
- 5. Postpone until (a definite time);
- 6. or Table; or
- 7. Incidental motions such as consider en gross, consider by paragraph, or divide the motion (each described in Section 3.03) may also be applied to a main motion.

3.01.02 Concerning the amending of a main motion:

- a. If a Commissioner feels that the main motion might be more acceptable in a way other than the way presented, the Commissioner may amend through substitution, insertion of stipulations, striking out portions, or striking out and inserting portions. Such proposed amendments shall require a second, allow for discussion, and require a vote of approval on the proposed amendment.
- b. If a proposed amendment fails to be approved by a vote, the main motion considered shall be the one originally presented.
- c. An amendment must be germane (relating to the substance of the main

motion) and may not introduce an independent question.

d. Improper amendments shall be:

1. One which is not germane;
2. One which would make the adoption of the amended motion equivalent to a rejection of the motion; or
3. One which is frivolous or absurd.

3.01.03 If the Commissioners feel that adequate information has not been given, the Board may, by majority vote, refer the motion to staff (or an agency, committee, etc.) for more information. A date may be set for hearing the additional information or it may be open-ended. This motion shall require a second and shall be debatable only as to whether or not it shall be referred, to whom it shall be referred, and/or when the person to whom it is referred shall report back. If the motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to refer.

3.01.04 A motion to **hold to a time certain (postpone)** may be used if the Commission feels that the motion before them should be considered at a more convenient time or if the discussion shows that a final decision should be made at a later time or date. This motion shall be used if the Commissioners themselves feel that they may obtain information that is needed or that the facts as presented are not adequate for their final vote. A second shall be required and discussion shall be limited to the reason for holding the motion or the time to which it is to be held. If the motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to hold.

The continuation of a public hearing will be allowed provided it is postponed to a certain date and taking into account the Zoning Procedures Law, if applicable.

3.01.05 If a Commissioner feels that a set period of time for discussion of a motion should be adopted as to time for the motion as a whole, or as to individual time given per Commissioner, a Commissioner may move to **"limit discussion (or debate) to minutes."** This motion shall require a second and no discussion on the motion shall be allowed. It shall require an affirmative vote of four (4) members of the Board to adopt.

3.01.06 A Commissioner may **“call the question”** (a motion to end discussion) when it is clear that further discussion is unnecessary or that discussion is becoming repetitive. This motion shall require a second and no discussion on the motion shall be allowed. It shall require an affirmative vote of four (4) members of the Board to adopt.

3.01.07 If any matters occur such as to impede a Commissioner in attending to the business, e.g., too much noise, the microphone not working, matters that affect the safety, orderliness, or comfort of the Commissioners, or affects the honor of an individual commissioner, such Commissioner may state to the Chairperson that he/she has a **question of privilege** and the matter must be addressed before the pending business of the Commission continues. No vote is required, unless a motion arises out of the privilege.

3.01.08 A **recess** may be taken as it appears on the agenda or declared by the Chairperson when he/she deems it advisable or by a motion from a Commissioner. If the motion is made by a Commissioner, a second and an affirmative vote of four (4) members of the Board shall be required to recess.

3.01.09 The highest-ranking motion shall be the motion to **adjourn**, requiring a second and an affirmative vote of four (4) members of the Board with no discussion allowed, except that the motion shall contain a time to hear any non-completed items on the agenda, if such exist. If all business on the agenda has been completed, the Chairperson may assume the motion and, without a second, obtain unanimous consent to adjourn.

## **SECTION 3.02 MOTIONS USED TO BRING BACK AN ISSUE**

Except as otherwise provided by law, if a Commissioner wishes to bring back to the Board a matter which has been adopted, he/she may do so through the motions to reconsider, rescind, and/or amend something previously adopted. These shall have the same rank as a main motion.

3.02.01 If a Commissioner wishes to amend an action taken at a previous meeting, the **Motion to Amend Something Previously Adopted** shall be followed and may be used by any Commissioner regardless of how he/she originally voted. This motion shall be used when the Commission desires to change only a part of the text or to substitute a different version for a matter that was previously adopted. A second shall be required and full discussion shall be allowed. If the item has been listed on the published agenda, an affirmative vote of four (4) members of the Board shall be required for adoption. A vote of five members shall be required if the item is not on the official agenda, except that, should only five (5) members of the Commission be present, a unanimous vote shall be required.

A Motion to Amend cannot be used when something has been done as a result of the vote to implement the earlier action adopted that is impossible to undo. (The unexecuted part of an order, however, can be amended.)

3.02.02 If in the same meeting, new information or changed situations makes it appear that a different result might reflect the will of the Board, any Commissioner (regardless of how he/she originally voted on the matter) may move to **Reconsider the Vote**. A motion to reconsider may be applied to a vote that was either affirmative or negative and shall propose no specific change in a decision,

but simply shall propose that the motion be reopened for discussion and another vote taken. A second shall be required to this motion and discussion shall be allowed as to the reasons for wishing to reconsider the vote. An affirmative vote of four (4) members of the Board shall be required to adopt the motion to reconsider.

3.02.03 If a Commissioner wishes to annul an action taken at a previous meeting, the motion to **Rescind** may be used by any Commissioner regardless of how he/she originally voted on the matter. The motion to rescind shall require prior notice at a regularly scheduled meeting of the intent to rescind a motion at the next scheduled meeting. The motion to rescind shall not be in order if:

- a. The motion to reconsider is made, i.e., at the same meeting;
- b. The motion to reconsider was taken and lost;
- c. The matter is routine and only part of the action needs to be changed, in which case the motion to "amend something previously adopted" shall be used;
- d. Something has been done as a result of the vote to implement the earlier action adopted that is impossible to undo. (The unexecuted part of an order, however, can be rescinded.).

A second shall be required and full discussion shall be allowed. If the item has been listed on the published agenda, an affirmative vote of four (4) members of the Board shall be required for adoption. A vote of five members shall be required if the item is not on the official agenda, except that, should only five (5) members of the Commission be present, a unanimous vote shall be required.

### **SECTION 3.03        INCIDENTAL MOTIONS**

Incidental motions have no rank, but shall be decided immediately before business may proceed and may be used throughout the meeting as follows:

3.03.01        **Point of Information** is a request, directed to or through the Chairperson, for information relevant to the business at hand, but not related to parliamentary procedure.

3.03.02        A Commissioner may call for a **Point of Order** if he/she believes that the Chairperson has failed to notice a breach in the rules. The point of order shall require the Chairperson to make a ruling on the question involved.

3.03.03        A **Parliamentary Inquiry** is a question directed to the Chairperson to obtain information on a matter of parliamentary law or the rules of the Commission. The Chairperson will answer such questions or may ask the parliamentarian for an opinion. The Chairperson's reply, whether or not he/she has requested advice from

the county attorney or parliamentarian, is an opinion, not a ruling. If a Commissioner does not agree with the Chairperson's opinion, he/she may act in a way contrary to this opinion and if ruled out of order may then appeal the chairperson's ruling to the parliamentarian for a final ruling. The Chairperson is not obligated to respond to hypothetical questions.

3.03.04 If the motion presented contains two (2) or more parts capable of standing as separate motions, a Commissioner may move to "**Divide the Motion.**" This motion shall require a second and discussion shall be allowed only on why it should or should not be divided. An affirmative vote of four (4) members of the Board shall be required to adopt the motion to "divide the motion."

3.03.05 If a main motion is in the form of a resolution or document containing several paragraphs or sections which are not separate motions, but could be discussed more efficiently if discussed in sections, a motion to **Discuss by Paragraphs, Sections, or Numbered Agenda items under a "tab,"** may be made. A second shall be required and discussion shall be brief as to the necessity for the action. An affirmative vote of four (4) members of the Board shall be required to "consider by paragraphs, Sections, or numbered agenda items under a 'tab'."

3.03.06 Once a motion has been moved and seconded, it belongs to the entire Commission and not to the maker of the motion; therefore, if a Commissioner wishes to **withdraw a motion** that is officially before the Board, action of the Board must be taken in either of the following ways:

- a. The Chairperson may ask the Board if there are any objections to the motion being withdrawn. If there are no objections, the motion shall be withdrawn by unanimous consent, without the need for the seconder to withdraw his/her second;
- b. If there is an objection to the motion being withdrawn, then the Chairperson shall take an official vote, a second being required. An affirmative vote of four (4) members of the Board shall be required to adopt the motion to "withdraw the motion."

3.03.07 If a Commissioner feels that time could be saved by acting on all of the agenda items under a "tab," he/she may move that it be "**Considered en Gross.**"

#### **4.0 PARLIAMENTARIAN**

The county attorney or his/her designee shall serve as parliamentarian and shall advise and assist the Chairperson and the Commission in matters of parliamentary law. A professional parliamentarian may be consulted as deemed necessary.

#### **5.0 PARLIAMENTARY AUTHORITY**

The latest edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern meetings

of the Barrow County Board of Commissioners in all areas in which it is applicable and in which it is not inconsistent with these rules adopted by the Commissioners or higher law.

## **6.0 AMENDMENTS**

These rules may be amended by a vote of the five members of the Commission at a regular meeting or special meeting of the Barrow County Board of Commissioners, provided notice has been given of the amendment(s) at the meeting prior to the vote on the amendment(s).

## APPENDIX

### Parliamentary Definitions

The following parliamentary definitions apply to the **RULES OF PROCEDURE FOR THE BARROW COUNTY BOARD OF COMMISSIONERS**.

**Adjourn** – to officially terminate a meeting.

**Adjourned meeting** – a meeting that is a continuation at a later time of a regular or special meeting.

**Adopt** – to approve or pass by whatever vote is required for the motion.

**Affirmative vote** – a vote in favor of the motion as stated.

**Agenda** – the official list of items of business planned for consideration during the meeting.

**Approval of minutes** – formal acceptance of the record of a meeting, thus making this record the official minutes of the Commission.

**Board** – the Barrow County Board of Commissioners.

**Censure** – an official rebuke of a commissioner by a majority of the Board members

**Chairperson** – the presiding Commissioner.

**Clerk** – the duly appointed County Clerk.

**Commission** – the Barrow County Board of Commissioners.

**Commissioner** – any person elected to that position.

**Common parliamentary law** – the body of rules and principles that is applied by the courts in deciding litigation involving the procedure of any organization; does not include statutory law or particular rules adopted by any organization or board.

**Convene** – to open a meeting.

**County Manager** – the person appointed by the Board to fill this position.

**Debate** – formal discussion of a motion under the rules of parliamentary law and more often herein referred to as discussion.

**Demand** – an assertion of a parliamentary right by a Commissioner.

**Defer or hold** – to delay action by referring the motion to staff (or an agency, committee, etc)

for more information, or by postponing a vote to a certain time.

**Dilatory motions or tactics** – misuse of procedures or motions that are out of order or would delay or prevent progress in a meeting.

**Floor** – when a person received formal recognition from the Chairperson, he/she "has the floor" and is the only person entitled to speak.

**Germane amendment** – an amendment relating directly to the motion to which it is applied.

**Germane discussion** – discussion relating directly to the matter involved.

**Hearing** – a meeting for the purpose of listening to the views of an individual or of a particular group on a particular subject.

**In order** – permissible and right from a parliamentary standpoint.

**Minutes** – the legal record of the action of the Commission after the record has been approved by vote of the body.

**Motion** – a proposal submitted to the Commission for its consideration and decision; it is introduced by the body.

**Objection** – the formal expression of opposition to a proposed action.

**Order of business** – the adopted order in which the business is presented to the meeting of the Commission.

**Out of order** – not correct, from a parliamentary standpoint, at the particular time.

**Parliamentary authority** – the code of procedure adopted by the Board as its parliamentary guide, governing in all parliamentary situations not otherwise provided for in the charter, the RULES OF PROCEDURE FOR THE BARROW COUNTY BOARD OF COMMISSIONERS.

**Pending motion** – sometimes referred to as pending question; a motion that has been proposed and stated by the Chairperson for the Commission's consideration and that is awaiting decision by vote.

**Precedence** – the rank or priority governing the motion.

**Precedent** – a course of action that may serve as guide or rule for future similar situations.

**Procedural motion** – motion to assist the Commission in treating or disposing of a main motion; or motion relating to the pending business otherwise at hand.

**Proposal or proposition** – a statement of a motion of any kind for consideration and action.

**O.C.G.A.** – Official Code of Georgia Annotated.

**Quorum** – the number of persons that must be present at a meeting of the Commission to enable it to act legally on business; any four (4) of the district commissioners, one of which may be the Chairperson, shall constitute a quorum for any meeting of the Board of the Barrow County Commission.

**Recognition** – acknowledgement by the Chairperson, giving a person sole right to speak.

**Reconsider** – to review again a matter previously disposed of and to vote on it again; must be made on the same day of business.

**Request** – a statement to the Chairperson asking a question or some "right".

**Rescind** – to nullify or cancel out a previous action; cannot be made if action has already been taken to implement the motion it wishes to rescind.

**Resolution** – a formal motion, usually in writing, and introduced by the word "resolved" that is presented to the Commission for a decision.

**Ruling** – the Chairperson's decision as it relates to the procedure of the Board.

**Second** – a Commissioner's statement that he/she is willing to have the motion considered.

**Seriatim** – consideration by sections or paragraphs.

**Statute** – a law passed by the Georgia legislature.

**Technical inquiry** – request for information relevant to the business at hand.

**Tie vote** – vote in which the affirmative and negative votes are equal on a motion.

**Unanimous consent** – deciding on a motion without voting on it but where no commissioner voices objection; with single objection a vote must be taken.

**Unfinished business** – any business that is postponed definitely to a time certain.

**Vote of Approval** – an affirmative vote of at least four (4) members of the Board, one of which may be the Chairperson.

SO ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BARROW COUNTY BOARD OF COMMISSIONERS

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Pat Graham, Chairperson

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Joe Goodman, District 1

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William J. Brown, District 2

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Rolando Alvarez, District 3

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Alex Ward, District 4

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Billy Parks, District 5

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Ben Hendrix, District 6

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ATTEST:

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County Clerk