

## **21 NCAC 19 .0102            MEETINGS**

(a) The Board shall hold two regular meetings each year in the months of January and July on call of the Chairman, or, if the Chairman is unable for any reason to call the meeting, the Vice-chairman or the Treasurer in that order. Special meetings of the Board may be called at any time by the Chairman or any two board members.

(b) The Chairman shall conduct all meetings; in the absence of the Chairman, the Vice-chairman or the Treasurer in that order shall conduct the meeting.

(c) The officer who is scheduled to conduct the meeting shall prepare an agenda for the meeting.

(d) The Board shall set aside time at its regular meetings to hear members of the public who wish to speak to the Board. If time permits, the Board may also allow members of the public to speak at special meetings. Anyone who wishes to speak concerning an item on the agenda shall notify the presiding officer before the meeting is called to order. Anyone who wishes to speak concerning an item that is not otherwise scheduled to be on the agenda shall, at least 72 hours before the meeting, contact the scheduled presiding officer to request that the item be included. The request must include the identity of the maker and the nature of the item and must be in writing unless the maker can show to the satisfaction of the scheduled presiding officer that it was not reasonably possible to provide a written request. Anyone who speaks to the Board at a regular meeting under the provisions of this Paragraph shall be allowed a time period of five minutes, except that the presiding officer may further limit time if several persons have asked to speak. The presiding officer may limit time as needed at special meetings. At any meeting, the presiding officer may require groups to appoint a representative to speak for members of the group on an issue. Although members of the Board may ask specific questions of those speaking, the time allotted pursuant to this Paragraph shall not be used either to debate the relative merits of any proposal or to examine members of the Board.

*History Note:     Authority G.S. 88A-5;  
                          Eff. December 1, 1992;  
                          Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 1,  
                          2018.*