



Town of Kenansville

AGENDA POLICY

Overview- The purpose of an agenda is twofold. They are: 1) To inform each Board member of the items that will be discussed during the next meeting and 2) To allow each Board member an equal opportunity to review those items in advance of the meeting where they will be discussed. This process allows Board members to be equally informed of agenda items and to have a reasonable amount of time to prepare for discussions related to those items. In addition to the Town's policy related to agenda items, the Board must adhere to all requirements of the Open Meetings Law and other applicable state statutes related to Board meetings.

Section I- Delivery of Agenda to the Board of Commissioners

1. The agenda will be provided to the Board of Commissioners seven (7) business days prior to the scheduled meeting via email or personal delivery if applicable unless unforeseen circumstances prevent the Town Manager from doing so.

Section II- For Board Member/Staff Requests

1. Any written requests and supporting information for items that do not require any additional work by staff to be placed on the agenda must be in the Town Manager's office no later than 9:00 a.m. seven (7) business days prior to the scheduled meeting. This can be done via email to manager@kenansville.org or in person. This does not include Advisory Board Reports for meetings that take place after the deadline, budget amendments as deemed necessary by the Finance Officer or staff reports that are emailed to the Board directly. Staff reports to the Board should also be emailed to the Town Manager.
2. Any written requests to be placed on the agenda by a Board member/staff that requires typing, staff research or other staff input must be given to the Town Manager by 9:00 a.m. ten (10) business days prior to the scheduled meeting. This can be done via email to manager@kenansville.org.
3. Emergency additions to the agenda in writing must be in the Town Manager's office as soon as reasonably possible before the scheduled meeting and must be approved by the Board as an amendment to the agenda at the scheduled meeting. At the discretion of the Town Manager, emergencies are defined as items or issues which arise suddenly and must be acted on at the next scheduled meeting of the Board.

4. Emergency and Special meetings are excluded from these rules.
5. Comments or questions during the Other Business/Announcements section of the agenda should be presented to the Town Manager three (3) business days before the scheduled meeting to provide adequate time to research it to determine if it should be brought before the entire Board or if it can be handled administratively. This does not include announcements of events or other information that is provided to fellow Board members as a courtesy to make the Board aware of them.
- 6) All requests should be in writing and according to the deadlines established in this policy.

Section III- For Public Requests

1. All persons who wish to address the Board at a regular meeting where no action is expected by the Board must submit their written request and supporting information to the Town Manager no later than 9:00 a.m. seven (7) business days prior to the scheduled meeting. This can be done via email at manager@kenansville.org. Generally, each requestor will be allotted five (5) minutes to speak. However, in cases where more than three (3) people have requested to address the Board, the allotted time may be reduced at the discretion of the Mayor. In such cases, the Mayor will determine the time allotment for each speaker and make that announcement before the addresses begin. The time limit will be same for all speakers.
2. Individuals may address the Board during the informal public comment period without submitting a written request and supporting documentation prior to the meeting. The time limit during the public comment period will be three (3) minutes per speaker. The Board may ask any questions deemed necessary and the Board will take the matter under advisement until such time that they have adequately researched the issue.
3. During either the Presentations to the Board or the Public Comment period, individuals will only be allowed to address the Board once and will not be allowed to transfer unused time to another speaker.
4. Any agency, group, or individual wishing to place an item on the agenda for Board consideration (action by the Board) shall meet with the Town Manager to discuss the issue at least ten (10) business days prior to the date of the next Board meeting. The Town Manager shall try to resolve the issue with the agency, group or individual if possible. If resolution cannot be achieved, the individual may submit a written request and supporting documentation emailed to the Town Manager at manager@kenansville.org to have the item placed on the agenda for Board consideration at the scheduled meeting if the written request is received no later than 9:00 a.m. seven (7) business days prior to the scheduled meeting. If it is not received by that deadline, it will be added to the next regularly scheduled meeting.
5. All requests should be in writing and according to the deadlines established in this policy.