

## **Board Meetings**

### **2023 Meeting Calendar**

PDF link to the 2023 Calendar of BOCC meetings:

<http://www.duplincountync.com/wp-content/uploads/Meeting-Calendar-2023.pdf>

**Past Meetings (Archives)** <http://72.15.246.186:82/Commissioner>

### **Meeting Procedures**

The Board meets on the first and third Mondays of each month (unless changed for holidays or other reasons) in the Duplin County Administrative Office Building, 224 Seminary Street, Kenansville, North Carolina. The meetings begin at 6 p.m., with public comments at approximately 6:10 p.m. A 30-minute sign-up period precedes each public comment period.

The Chairman will call the meeting to order and a commissioner will offer an invocation. The Chair will make announcements of a general nature, inquire if any member of the Board or the County Manager/Clerk to the Board would like to make any changes or additions to the agenda and then call for approval of the agenda.

The Consent Agenda items are considered to be routine and may be enacted by one motion including the approval of minutes of previous meetings. If a commissioner requests, an item may be removed and considered separately.

The meeting typically begins with a public comment period, held at around 6:10 p.m. or shortly thereafter. This is separate from public hearings on specific agenda items. Citizens interested in making public comments should sign up to speak prior to the beginning of the Board meeting. Speakers during public comments should limit their remarks to three (3) minutes. The Commissioners want to hear all the citizens' comments. If you have come as a member of a group, please select a representative to present your viewpoint, who may recognize the group members present. The Chair will announce the public hearing closed.

Public hearings are typically held immediately following the public comment period. The Chair will announce the public hearing open, at which time individuals who wish to speak should come forward to the podium. Each speaker should provide their name and address and then make a clear and concise statement.

Following the citizen comment period, the meeting will resume with the next agenda item scheduled. Reports from the County Manager and County Attorney will be presented under "Other Business."

A closed session may be held, as necessary. Should a closed session be held, the County Attorney will announce the General Statute authorizing the closed session, followed by board action. Following closed session, the Board will return to open session and take action, if needed, followed by meeting adjournment.

### **Presentation Guidelines**

The Board of County Commissioners (BOCC) welcomes your oral and computer presentations. It is the responsibility of the Clerk to the Board to create an agenda for BOCC meetings in order to assure an organized and orderly public meeting can be conducted. In order to organize the BOCC meetings and establish an agenda, the Clerk to the Board requires that certain information be supplied in advance of the meetings including at a minimum an Agenda Request Form and if applicable any supporting documentation and/or computer presentation. The Board receives a large amount of information from not only the county's various departments but also from numerous other government agencies, community groups and organizations as well as citizens. Therefore, it is not unusual to have dozens of items in an agenda packet.

Items to be placed on the County Commissioner's agenda for the Board's consideration at its regular meetings are due to the Clerk to the Board's office no later than noon on Wednesday of the week prior to the meeting. The Board members like to have the opportunity to review the agenda and supporting documentation well in advance of their meetings. The Clerk to the Board has established a goal to have the meeting packets out to the Board members by midafternoon on the Thursday before a Monday meeting. No items received after noon on the Wednesday of the week prior to the next BOCC meeting will be accepted. This is due to the fact that the Clerk to the Board has established a goal to have the meeting packets out to the Board members by midafternoon on the Thursday before a Monday meeting, and the Clerk and his staff must have sufficient time to prepare the agenda, review documentation, and have the agenda and documentation packets ready to disseminate to the Board.

### **Agenda Request Form**

The Clerk to the Board supplies an agenda request form for each agenda item if at all possible. The agenda request form provides the Board members with a broad general overview of the crux of an issue being addressed in addition to the supporting information supplied by presenters.

[An Agenda Request Form can be downloaded here:](#)

### **Supporting Documentation**

All documentation should be submitted either electronically in a format that can be opened and printed by the Clerk to the Board or on 8.5" x 11" paper. Legal paper should be avoided whenever possible.

### **Computer Presentations**

Computer presentations may be made to the board. Your presentation must be tested by the Duplin County Information Services Department before it can be used for a presentation. You may contact the commission administrative associate to arrange a time for this testing.

Your presentation should be created using Microsoft PowerPoint, or any Microsoft Office software product, and may be brought in on a flash drive. You will need to bring the presentation in at least 48 hours ahead of time to be tested.

### **Clerk to the Board**

[Link to the Clerk to the Board's contact information](#)