

## **EXCERPT FROM APRIL 16, 2013 BOARD OF ALDERMEN MINUTES**

### **POLICY ON HOW ITEMS ARE SUBMITTED TO THE BOARD**

The purpose of this item was to allow the Board to create a policy that informs staff, and the public, on how they would like to receive items not previously included in their agenda packets.

Cathy Wilson, the Town Clerk, made the presentation to the Board.

**A motion was made by Alderman Johnson, seconded by Alderman Slade, that this policy be approved.**

#### Town of Carrboro Board of Aldermen

#### POLICY ON MATERIALS/ITEMS SUBMITTED FOR PUBLIC MEETINGS AND HEARINGS

1. All materials related to an item scheduled for a Board of Aldermen meeting must be submitted to Town Staff no later than two weeks prior to the date in which the item has been scheduled for review if the person submitting the materials wishes to have those materials included with the agenda packet that is delivered to the Board prior to the meeting.
2. Any items that an applicant/petitioner would like to submit after the two week due date has passed should be brought to the meeting and presented to the Board or otherwise introduced into the public record.
3. When new materials not included in the agenda packet are submitted to the Board or otherwise introduced into the public record, the Board shall proceed as follows:
  - (a) If the matter at issue involves a quasi-judicial hearing (e.g. for a conditional use permit), the Board shall consider the materials before reaching a decision, but may continue the hearing to provide additional time to reflect on the significance of the new materials or to obtain the reaction of the staff or others as to such materials.
  - (b) If the matter at issue does not involve a quasi-judicial hearing, the Board may proceed to a decision with or without consideration of the new materials, or continue the matter for further discussion at a subsequent time.
4. Applicants/petitioners/citizens should email their presentation to the Town Staff no later than noon on the day of the meeting at which the presentation will be made. If the presentation is related to an item not on the printed agenda, the presentation should be emailed to the Town Clerk.
5. If the presentation will not be made electronically, paper copies should be provided to Town Staff no later than noon on the day of the meeting.

6. All general public comments/petitions are welcome at the regular meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month. Members of the public should sign the “sign-up” sheet located at the entrance of the Board Room so they can be called upon to speak.

**The motion carried by the following vote:**

**Ayes:** 6 - Alderman Gist, Alderman Haven-O'Donnell, Alderman Johnson, Alderman Lavelle, Alderman Slade and Alderman Seils

**Absent or Excused:** Mayor Chilton