

## Article II

### GENERAL MEETING PROCEDURES

#### Section 2-8    Agenda

(a) Preparation. The manager shall prepare the agenda for meetings of the Board, in consultation with the mayor.

(b) Requests to be placed on agenda. A request to have any item of business placed on the agenda must be received by the manager in sufficient time so that the agenda may be printed and distributed in accordance with subsection (e) of this section, and to this end the manager may establish an appropriate deadline to receive such requests.

(c) Requests to address Board. Any individual or group that wishes to address the Board shall make a request to be on the agenda to the manager. However, except for matters on the agenda for a public hearing, the Board shall determine at the meeting whether the individual or group will be heard by the Board.

(d) Contents. The agenda shall include, for each item of business placed on it, such background information on the subject as the manager deems necessary to inform the Board. . Whenever possible, a copy of all proposed ordinances shall be attached to the agenda and distributed simultaneously.

(e) Inspection and distribution. A copy of the agenda and attachments shall be available for public inspection as soon as they are completed. The manager shall mail or deliver a copy of the agenda and attachments to each Board member in sufficient time to ensure that they are received prior to the meeting. Additional copies of the agenda may be available for the press and interested members of the public.

(f) Additions. The Board may, by majority vote of the Board membership, add an item of business that is not on the agenda. Unless otherwise specified by the Board, additions to the agenda shall be taken up at the conclusion of all other regular business.

#### Section 2-9    Order of Business

(a) Items of business shall be taken up at a meeting in the order that they appear on the agenda, except as provided in subsection (d) of this section.

b) Items shall be placed on the agenda according to the "Order of Business" established by the Board upon recommendation of the manager.

(c) In establishing the "Order of Business", the Board may authorize broad categories of business to be included as agenda items, such as "members of the public wishing to be heard", or "matters by the manager" or "matters by the attorney".

(d) Items may be considered out of order by consent of all members present or by majority vote upon a motion.

#### Section 2-17 Public Hearings

(a) Public hearings before the Board required by law or ordinance (including, without limitation, the Carrboro Land Use Ordinance) or deemed advisable by the Board, shall be scheduled pursuant to a motion, adopted by a majority vote.

(b) As provided in G.S. 160A-81, the Board may adopt reasonable rules governing the conduct of public hearing, including but not limited to rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokespersons for groups of persons supporting or opposing the same positions, and (iii) providing for the maintenance of order and decorum in the conduct of the hearing.