

NORTH CAROLINA'S SAMPSON COUNTY

Rules of Procedure and Conduct Sampson County Board of Commissioners Meetings

OUR PUBLIC CHARGE

The Board of Commissioners pledges to the citizens of Sampson County its respect. The Board asks its citizens to likewise conduct themselves in a respectful, courteous manner, both with Board members and fellow citizens. At any time should any member of the Board or any citizen fail to observe this public charge, the Chair (or presiding officer) will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair (or presiding officer) will recess the meeting until such time that a genuine commitment to this public charge is observed. All electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate.

SECTION 1: SCOPE AND APPLICABILITY

These rules shall establish the procedures for the conduct of all meetings of the Sampson County Board of Commissioners. The purpose of these rules is:

1. to provide procedures consistent with the North Carolina General Statutes and the North Carolina School of Governments' *Suggested Rules of Procedures for the Board of County Commissioners*;
2. to establish procedures which will be convenient for the public and encourage citizen participation in the government process ;
3. to ensure orderly and efficient conduct of the meetings of the governing body of as it deliberates the business of the County.

These rules apply to all meetings of the Board of Commissioners of Sampson County at which the Board is empowered to exercise any of the executive, quasi-judicial, administrative or legislative powers conferred on it by law.

SECTION 2: MEETINGS

- 2.1 Open to Public It is the public policy of North Carolina and Sampson County that the hearings, deliberations and actions of this Board and its committees be conducted openly. Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Sampson County Board of Commissioners shall be open to the public and any person is entitled to attend such a meeting.

For purposes of the provisions of these rules concerning open meetings, an official meeting of the Board is defined as any gathering together at any time or place or simultaneous communication by conference telephone or other electronic means of a majority of Board members for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the Board.

- 2.2 Closed Sessions Notwithstanding the provisions above, the Board may hold a closed session and exclude the public under the following circumstances and no others, as prescribed by NC General Statutes 143-318.11(a):
- a. To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
 - b. To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
 - c. To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give

instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

- d. To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- e. To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- f. To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- g. To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- h. To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

The board may go into closed session only upon motion made and adopted at an open meeting. A motion to go into closed session must cite one or more of the permissible purposes listed above.

Unless otherwise invited by a majority of the Board or unless the motion to go into closed session specifies otherwise, the persons attending closed session are limited to the Board, County Manager, Assistant County Manager/Clerk, Finance Officer and County Attorney. Other persons should be excluded unless their presence is reasonably necessary to facilitate the Board's deliberations on the matter before it.

2.3 Organizational Meeting In even-numbered years, the Board shall hold an organizational meeting at the County Courthouse at 9 a.m. on the first Monday in December. The agenda for this organizational meeting shall consist of the induction of newly elected members of the Board of County Commissioners and other elected County officials, and the organization of the Board for the ensuing year. The organizational meeting shall be convened and concluded before the regular December meeting is convened. If they have not already been sworn and inducted into office, the newly elected members of the Board shall take and subscribe the oath of office as the first order of business. The Board shall then elect a Chair and Vice Chair from among its members. The Board shall also approve the bonds of the sheriff and register of deeds, and induct them and any other newly elected county officials into office. The Board may also appoint a clerk and an attorney.

In odd-numbered years, the Board shall at its regular meeting in December, elect a Chair and Vice Chair from among its members. The Board may appoint a clerk and an attorney.

The Chair of the Board shall be elected annually for a term of one year and shall not be removed from office of Chair unless he or she becomes disqualified to serve as a member of the Board.

2.4 Regular Meetings The Board shall hold a regular meeting on the first Monday of each month, unless the Board adopts a schedule which calls for changes in this date. If a regular meeting is a holiday on which County offices are closed, the meeting shall be held on the next Monday or such other day as may be specified in the motion adjourning the immediately preceding regular meeting. Regular meetings shall be held at 7:00 p.m. in the County Auditorium. The Board may change the place or time of a particular regular meeting or all regular meetings within a specified time period by resolution adopted, posted and noticed no less than seven days before the change takes effect. Such resolution shall be filed with the Clerk to the Board and posted at or near the regular meeting place, and copies shall be sent to those who have requested notice of special meetings of the Board.

2.5 Special Meetings The Chair or a majority of the members of the Board may at any time call a special meeting of the Board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person(s) who call the meeting shall cause the notice to be posted on the door of the regular meeting place and delivered to the Chair and all other Board members or left at the usual dwelling place of each member at least 48 hours before the meeting. In addition, notice shall be provided to individual persons and news media organizations who have requested such notice as provided in Section 3 (Posting and Notice of Agenda). Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.

2.6 Emergency Meetings If a special meeting is called to deal with an unexpected circumstance that requires immediate consideration by the Board, the notice requirements for regular and special meetings do not apply. However, the person or persons who call an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news organizations who

have requested notice of special meetings shall be notified of such emergency meeting by the same method used to notify Board members. Only business connected with the emergency may be discussed at the meeting.

- 2.7 Quorum A majority of the Board membership shall constitute a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members present, he or she shall be counted as present for the purposes of determining if a quorum is present. The Board may compel the attendance of an absent member by ordering the sheriff to take the member into custody.
- 2.8 Adjourned Meetings The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment and as specified by law.
- 2.9 Work Sessions The Board may schedule work sessions or other informal meetings of the Board of a majority of the members of the Board at such times and with respect to such subject matter as may be established by resolution or order of the Board. A schedule of any such meetings that are held on a regular basis shall be filed in the same manner as the schedule of regular meetings. Work sessions not held on a regular basis are subject to the same notice requirements as special Board meetings.
- 2.10 Broadcasting and Recording Meetings The Board may allow the recording and broadcast of its meetings.

SECTION 3: POSTING NOTICE AND AGENDA

- 3.1 Posting of Notice and Agenda For every regular and special meeting of the Board, the Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. The notice and agenda can be combined into one document.
- 3.2 Location of Posting The notice and agenda shall be posted in a place to which the public has unrestricted access during at least normal business hours.
- 3.3 Sunshine List Any individual and any newspaper, wire service, radio station and television station may file with the Clerk to the Board a written request for notice of all special meetings of the Board. Requests by individuals must be renewed on or before the last day of each calendar year and are subject to a \$10 non-refundable annual fees. Requests by news media organizations are not subject to the annual fee.

SECTION 4: AGENDA CONTENTS

- 4.1 Placement of Items on the Agenda Agendas for meetings of the Board of Commissioners are prepared and distributed by the Office of the County Manager. While a commissioner may, of course, request that an item be placed on their agenda for discussion, traditionally it is the policy of the Board of Commissioners that all requests to be placed upon the agenda of the Board of Commissioners first be forwarded to the County Manager (preferably in written form). The information is then reviewed by the Manager to ensure (1) that the request requires action by the Board (often requests for certain actions, approvals, etc. can be approved by the Manager himself); (2) that the request includes appropriate and full documentation; and (3) that a full and comprehensive analysis of the request is completed. Often this process entails distributing the request to various departments who then compile accurate and precise data, perform any necessary analysis and provide a response. It is the responsibility of the County Manager to exhaustively research the request prior to its presentation to the Board of Commissioners so that the board will be given enough information to make a sound, prudent and judicious decision.
- 4.2 Description of Matters All items of business to be discussed at a meeting of the Board shall be briefly described on the agenda. The description should set forth as clearly as practical a description of the item to be discussed so that members of the public will know the nature of the action under review and discussion.
- 4.3 Availability of Agenda to the Public The agenda for any regular or special meeting of the Board shall be made available to the public as soon as it is practical after its delivery to the members of the Board.
- 4.4 Limitation to Act Only on Items on Agenda (Provisions for Walk On) The Board may, by majority vote, add ("walk on") an item that is not on the agenda.

SECTION 5: ORDER OF BUSINESS

- 5.1 Promptly at the hour set by this policy for the start of a regular meeting, members of the Board, County Manager, County Attorney, Finance Officer and Assistant Manager/Clerk to the Board shall take their regular stations in the County Auditorium, and the business of the Board of Commissioners shall be taken up for consideration and disposition in the order as set forth below:
- a. Call to Order and Invocation
 - b. Pledge of Allegiance
 - c. Roads Issues
 - d. Planning and Zoning Issues
 - e. Recognitions
 - f. Reports
 - g. Public Hearings
 - h. Action Items
 - i. Consent Agenda
 - j. Board Information
 - k. Public Comment
 - l. Closed Session (as necessary)
 - m. Adjournment

- 5.2 Change in Order of Business. The presiding officer may decide to take matters listed on the agenda out of the prescribed order unless a majority of members present object to such variation.

SECTION 6: CONDUCT AND DECORUM

- 6.1 Decorum of Board Members It is the duty of the Board to set the standard of decorum for the conduct of its meetings, and as such they shall accord the utmost courtesy to each other, to County staff and employees, and to the public appearing before the Board:
- a. Board members shall prepare in advance of the meeting and be familiar with the issues on the prepared agenda.
 - b. Board members shall fully participate in Board meetings, listening courteously and attentively to each presentation.
 - c. Board members shall neither, by conversation or otherwise, delay or interrupt the proceeding or peace of the Board chambers. Cell phones and other such devices shall be turned off and their use avoided during the Board's proceedings.
 - d. Board members shall refer to one another formally during Board meetings as Chairman, Vice Chairman or Commissioner, followed by the individual's last name.
 - e. Board members shall request the floor from the presiding officer before speaking, and they shall not interrupt or otherwise disturb the speaker.
 - f. Board members shall honor the role of the presiding officer to focus discussion on the issues at hand, and they may not refuse to obey the orders of the presiding officer.
 - g. Questions to those addressing the Board should be directed to the person through the presiding officer, unless permission to directly question the person is granted by the presiding officer.
 - h. To encourage full participation of all members of the Board, no member or members shall be permitted to monopolize the discussion of a question.
 - i. Debate should be fundamentally impersonal; all discussion is addressed to the presiding officer, and it is never permissible to attack the motives, character of a member. It is the duty of the presiding officer to suspend such debate.
 - j. Debate must be relevant to the motion before the Board, and discussion that departs from which is out of order. The presiding officer should direct the speaker to limit discussion to the question before the Board.

- 6.2 Decorum of County Staff Members of the County staff shall observe the same rules of order and decorum applicable to Board members and shall act at all times in a business and professional manner towards Board members and members of the public. Staff members shall be a resource to Board members to answer questions arising during discussion between Board members. All communications in this regard shall be through the presiding officer.
- 6.3 Decorum of Public Members of the public attending Board meetings shall observe the same rules of order and decorum applicable to the Board and staff. Noise emanating from the audience within the Board chambers or lobby area, which disrupts Board proceedings, shall not be permitted.

SECTION 7: PUBLIC ADDRESS OF THE BOARD

It is the philosophy of the Sampson County Board of Commissioners that providing citizens with managed and fair opportunities to have their ideas, opinions and concerns addressed fosters and maintains trust in the government process; encourages public participation in the government process, and allows for the development and implementation of programs and services which are responsive to our citizens' needs. Opportunities to publicly address the Board exist as duly advertised public hearings and in the Public Comments segment of the agenda.

- 7.1 Conduct Individuals addressing the Board should do so from the podium and speaking into the microphone, provided ample room space is available and the person has no physical impairments that would prohibit him/her from doing so. (Persons who require accommodation for a disabling condition in order to attend a meeting should contact the Office of the County Manager, preferably twenty-fours prior to the meeting.)

Comments are to be directed to the Board as a whole. Citizens will be civil in their presentation, shall not use profanity and shall not engage in slander or impertinent or personal attacks. Failure to exhibit appropriate decorum as determined by the Board Chairman (or presiding officer) will void the speaker's right to address the Board. Persons who interrupt the proceedings of the Board or fails to remain quiet and seated as directed by the Chairman(or presiding officer) shall be escorted from Board's chambers.

- 7.2 Public Hearings Public hearings required by law or deemed advisable by the Board shall be organized by a special order, adopted by a majority vote, setting forth the subject, date, place and time of the hearing. Notice shall be made of such hearing pursuant to applicable laws or regulations with regard to the particular issue at hand. A quorum of the Board shall be required at all public hearings required by law.

Matters noticed to be heard by the Board shall commence at the time specified in the notice of hearing, or as soon as is reasonably possible. An individual wishing to address the Board during the hearing shall register with the Clerk to the Board prior to the opening of the meeting by signing his or her name and address to a sign in sheet located in the meeting room.

The Chair (or presiding officer) will determine and announce limits on speakers at the start of the hearing process. Generally, each speaker will be allocated five (5) minutes. The Chairman (or presiding officer) may, at his discretion, decrease this time allocation, if the number of persons wishing to speak would unduly prolong the meeting. Further, the Chairman (or presiding officer) may, at his discretion, increase the time allocation if necessary to facilitate the Board's understanding of the issue being discussed. Any increase or decrease in time allocation must be granted equally to all who wish to speak. All determination of the Chairman (or presiding officer) regarding time limits may be overridden by a majority vote of the Board. No speaker will be turned away unless he or she exhibits inappropriate behaviors. Each speaker may speak only once during the public hearing, unless the Chair (or presiding officer) requests additional clarification later in the hearing.

At the appointed time, the Chair (or presiding officer) shall call the hearing to order and preside over it. Upon opening the hearing, the Chair (or presiding officer) shall request staff present relative information. Those persons who have registered with the Clerk will be recognized to speak in the order they were registered. All those being heard, the Chair (or presiding officer) will then inquire if there are any other persons present who desire to address the Board on the matter. Any person desiring to speak shall make his or her presence known to the presiding officer, and upon being recognized by the Chair (or presiding officer) may speak. Speakers may submit written evidence or remarks, and such materials presented shall be retained by the Clerk as part of the record of the hearing. When the allotted time expires, the Chair (or presiding officer) shall declare the hearing ended, and the Board shall resume the regular order of business.

- 7.3 Public Comment A period reserved for comments from the public on topics not otherwise included on that evening's agenda will be included as an item of business on all agendas of regularly-scheduled Board of Commissioners meetings and shall be deemed the "Public Comment" segment of the agenda. The Public Comment segment of the agenda will be placed at the end of the agenda, following the conclusion of all other open session business.

As with Public Hearings, the Chair (or presiding officer) will determine and announce limits on speakers at the start of the Public Comment period. Generally, each speaker will be allocated five (5) minutes. The Chairman (or presiding officer) may, at his discretion, decrease this time allocation, if the number of persons wishing to speak would unduly prolong the meeting.

The Public Comment period shall not exceed a total of thirty (30) minutes unless the Board entertains a successful majority vote to extend this period.

An individual wishing to address the Board during the Public Comment period shall register with the Clerk to the Board prior to the opening of the meeting by signing his or her name, address and a short description of his or her topic on a sign-up sheet stationed in the lobby of the County Auditorium. This sign-up sheet is incorporated into this policy statement as Exhibit A.

If time allows, those who fail to register before the meeting may speak during the Public Comment period. These individuals will speak following those who

registered in advance. At this time in the agenda, an individual should raise his or her hand and ask to be recognized by the Board Chair (or presiding officer); and then state his or her name, address and introduce the topic to be addressed.

Items of discussion during the Public Comment segment of the meeting will be only those appropriate to Open Meetings. Closed Meeting topics include, but are not limited to, such subjects as personnel, acquisition of real property, and information protected by the client-attorney privilege. Closed Meeting subjects will not be entertained.

Because subjects of Special and Emergency Meetings are often regulated by General Statutes, there will be no Public Comments segment reserved on agendas of these meetings; however, Special and Emergency Meetings are open for public attendance.

The Public Comments segment of the agenda is intended to provide a forum for the Board of Community to listen to citizens; there shall be no expectation that the Board will answer impromptu questions. However, Board members, through the presiding officer, may ask the speaker questions for clarification purposes. The Board will not take action on an item brought up during the Public Comments segment of the agenda and, when appropriate, items will be referred to the Manager or the proper Department Head.

SECTION 8: RULES OF ORDER AND CONDUCT OF DEBATE

- 8.1 Powers of the Chair The Chair (or presiding officer) shall preside at all meetings of the Board. A member must be recognized by the Chair (or presiding officer) in order to address the Board. The Chair (or presiding officer) shall have the following powers:
- a. to rule on points of parliamentary procedure, including the right to rule out of order motion patently offered for obstructive or dilatory purposes;
 - b. to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain an rule on objections from other members on this ground;
 - c. to call a brief recess at any time;
 - d. to adjourn in an emergency.
- 8.2 Presiding Officer When Chair (or presiding officer) is In Active Debate If the Chair (or presiding officer) wishes to become actively engaged in debate on a particular proposal, he or she shall designate another board member or a staff member to preside. The Chair (or presiding officer) shall resume the duty to preside as soon as action on the matter is concluded.
- 8.3 Action by Motion The Board shall proceed by motion. Any member, including the Chair (or presiding officer), may make a motion.
- 8.4 Requirement of a Second A motion shall be required for any motion.

- 8.5 One Motion at a Time A member may make only one motion at a time.
- 8.6 Substantive Motion A substantive motion is out of order while another is substantive motion is pending.
- 8.7 Adoption by Majority Vote A motion shall be adopted if approved by a majority of the votes cast, a quorum being present.
- 8.8 Renewal of a Motion A defeated motion may not be renewed at the same meeting.
- 8.9 Withdrawal of a Motion A motion made by withdrawn by the introducer at any time before the Chair (or presiding officer) puts the motion to a vote.
- 8.10 Debate The Chair (or presiding officer) shall state the motion and then open the floor for debate, presiding over the debate according to these general principles:
- a. The member making the motion or introducing the ordinance, resolution or order is entitled to speak first.
 - b. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
 - c. To the extent possible, the debate shall alternate between opponents and proponents of the measure.
 - d. All discussion must be relevant to the motion before the Board, any other discussion is out of order.
- 8.11 Procedural Motions In addition to substantive proposals, the procedural motions listed below, and no others, shall be in order. Unless otherwise noted, each is debatable, may be amended, and requires a majority vote for adoption.
- a. To adjourn – may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.
 - b. To take a recess
 - c. To call to follow the agenda – must be made at first reasonable opportunity, or it is waived.
 - d. To suspend the rules – requires a vote equal to a quorum
 - e. To divide a complex motion and consider it by paragraph
 - f. To defer consideration – a substantive motion whose consideration has been deferred expires one hundred days thereafter, unless a motion to revive consideration is adopted.

- g. To call the previous question – this motion is not in order until there has been at least twenty minutes of debate and every member has had at least one opportunity to speak.
 - h. To postpone to a certain time or day
 - i. To refer to committee – sixty days after a motion has been referred to a committee, the introducer may compel consideration of the measure by the entire Board, regardless of whether the committee has reported back to the Board.
 - j. To amend – the amendment of a motion must be germane to the subject of the motion, but it may achieve the opposite effect of the motion. There may be an amendment to the motion, and an amendment to the amendment, but no further amendments. Any amendment to a proposed ordinance shall be reduced to writing.
 - k. To revive consideration – the motion is in order at any time within 100 days of a vote deferring consideration of it. A substantive motion on which consideration has been deferred expires 100 days after the deferral, unless a motion to revive consideration is adopted.
 - l. To reconsider – the motion must be made at the same meeting at which the original vote was taken, and by a member who voted with the prevailing side. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before adjournment.
 - m. To prevent reconsideration for six months – the motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires a vote equal to a quorum and is valid for six months or until the next regular election of county commissioners, whichever comes first.
- 8.12 Duty to Vote It is the duty of each member to vote unless excused by a majority vote according to law. The Board may excuse members from voting on matters involving their own financial interest or official conduct. A member who wishes to be excused from voting shall so inform the Chair (or presiding officer), who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.
- 8.13 Prohibition of Secret Voting No vote may be taken by secret ballot. If the Board decided to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, at which time they may be destroyed.
- 8.14 Action by Reference The Board shall not deliberate, vote or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that the people at the meeting can understand what is being discussed.

- 8.15 Introduction Ordinances, Resolutions and Orders A proposed ordinance shall be deemed introduced at the first meeting at which it is on the agenda, regardless of whether it is actually considered by the Board, and its introduction shall be recorded in the minutes.
- 8.16 Adoption, Amendment or Repeal of Ordinances To be adopted at the meeting where first introduced, an ordinance or any action with the effect of an ordinance, or any ordinance amending or repealing an existing ordinance (except budget ordinance, a bond order, or another ordinance requiring a public hearing prior to adoption) must be approved by all members of the Board. If the proposed measure is approved by a majority of those voting, but not by all members of the Board, or if the measure is not voted on at the meeting where introduced, it shall be considered at the next regular meeting of the Board. If the proposal receives a majority of the votes cast at the next Board meeting or within one hundred days of being introduced, it is adopted.
- 8.17 Minutes Minutes shall be kept of all Board meetings.
- 8.18 Reference to Robert's Rules of Order Except as may be otherwise provided in this document, the latest edition of *Robert's Rules of Order, Revised* shall govern the parliamentary procedures used for the conduct of the meetings. However, no ordinance, resolution, proceeding or other action of the Board shall be invalidated, or the legality thereof otherwise affected, by the failure or omission to observe or follow such rules.

The County Attorney serves as the advisory parliamentarian for the County and may be called upon to interpret situations according to the rules of parliamentary procedure. Final rulings on parliamentary procedure are made by the Chair (or presiding officer), subject to the appeal of the full Board.