

**RESOLUTION OF THE MECKLENBURG COUNTY BOARD OF  
COMMISSIONERS APPROVING RULES OF PROCEDURE FOR REMOTE  
PARTICIPATION IN OFFICIAL MEETINGS DURING DECLARATION OF STATE  
OF EMERGENCY WITHIN MECKLENBURG COUNTY**

**WHEREAS**, Mecklenburg County has established a Continuation of Operations Plan (COOP) to be implemented during a declaration of a state of emergency; and

**WHEREAS**, the Board of Commissioners adopted a County State of Emergency Ordinance authorizing the proclamation of a state of emergency and the imposition of prohibitions and restrictions during a state of emergency, signed 22 September, 1989; and

**WHEREAS**, the Board of Commissioners recognizes that depending upon the nature of the emergency it might not be possible to conduct County business at the Government Center or for all Commissioners to meet at the Government Center; and

**WHEREAS**, the County has identified alternate sites to hold meetings in cases when the Government Center might be inaccessible; and

**WHEREAS**, the Board has determined that during times of emergency declarations, it is also possible that some or all Commissioners might be unable to personally attend an official meeting, defined as a regular, special, or emergency meeting; and

**WHEREAS**, public bodies, under NCGS §143-318.13 can provide for remote participation by board members under defined conditions; **now, therefore, be it**

**RESOLVED**, that the Mecklenburg County Board of Commissioners does hereby approve the attached Rules of Procedure to be followed during official meetings under a declared state of emergency within Mecklenburg County.

Adopted this the \_\_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_  
Clerk to the Board of Commissioners

Approved as to form:

\_\_\_\_\_  
County Attorney

**COUNTY OF MECKLENBURG  
RULES OF PROCEDURE FOR REMOTE PARTICIPATION DURING  
DECLARATION OF STATE OF EMERGENCY**

The Mecklenburg County Board of Commissioners hereby adopts the following rules of procedure to be followed during a declared state of emergency in which a member of the Board is unable to physically attend an official meeting (regular, special, or emergency) and there is a need to participate remotely. This procedure is supplemental to all other rules of procedure followed by the Commission.

**NOTICE**

To the extent possible, subject to the availability of technology, and in order to make appropriate arrangements, a member of the Commission shall notify the Manager or Chairman of the Board, as soon as practicable, of the inability to attend the official meeting and the need to participate remotely.

**ANNOUNCEMENT OF PRESENCE AT MEETING**

At the beginning of the meeting, the Chairman or designee shall announce that a named Commissioner is participating remotely. Immediately thereafter said Commissioner shall identify himself/herself and announce that he/she is present and participating remotely.

**MEETING MINUTES**

The meeting minutes shall show the Commissioner as participating remotely, however the member participating remotely shall not be counted in determining a quorum.

**PARTICIPATION IN GENERAL**

Except as otherwise noted herein, a Commissioner participating remotely may participate in the meeting as determined by the Commissioners who are physically present for the meeting. Such Commissioner participating remotely shall first request to be recognized by the Chairman or designee prior to taking the floor. The Commissioner participating remotely may ask questions just as he/she would be able to do if physically present, but may only make motions, second motions and vote only if allowed by majority vote of the Commissioners who are physically present for the meeting. Such determination shall be made at the beginning of the meeting before any other matters are discussed. Commissioners participating remotely who wish to leave the official meeting shall first be excused and action recorded for the record.

**VOTING**

Commissioners who are physically present at the meeting shall vote first in the ordinary and customary manner. The Chairman or designee shall then ask the member participating remotely what his/her vote preference is which shall be re-stated and confirmed by the Chairman or designee. Votes of members not present shall be counted only as determined by the members who are physically present. Roll call vote shall be used for remote participants.

**AMENDMENTS**

These rules may be amended as allowed by law at any time by an affirmative vote of a majority of the members of the Board of Commissioners.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_  
Clerk to the Board

Approved as to form:

\_\_\_\_\_  
County Attorney