

REVISED

POLICY OF THE MECKLENBURG COUNTY BOARD OF COMMISSIONERS

Meeting Schedule Dates and Times

Regular Meetings are held on the first and third Tuesdays of each month at 5:00 p.m. in the Charlotte-Mecklenburg Government Center Chamber Conference Room for an informal work session and for closed sessions, if applicable, and at 6:00 p.m. in the Charlotte-Mecklenburg Government Center Meeting Chamber for the formal public session, except when the Board otherwise fixes the time and place for such meetings, and except when there is a conflict with the meeting schedule of the Charlotte City Council caused by a holiday falling on a Monday which causes a change in the City Council's meeting schedule to either the first or third Tuesday of the month, then the regular meeting of the Board of Commissioners shall be held on the Wednesday immediately following the first or third Tuesday.

Budget/Public Policy Workshops are held on the second and an optional fourth Tuesday of each month at 2:30 p.m. in Room 267 of the Charlotte-Mecklenburg Government Center, except when the Board otherwise fixes the time and place for such meetings, and except when there is a conflict with the meeting schedule of the Charlotte City Council caused by a holiday falling on a Monday which causes a change in the City Council's meeting schedule to either the second Tuesday of the month, the Budget/Public Policy Workshop of the Board of Commissioners shall be held on the Wednesday immediately following the second Tuesday or fourth Tuesday.

Special Meetings may be called by the Chairman or by a majority of the Board giving written notice of time and place, and the subject to be considered. Only items specified may be considered unless all members are present or those not present have signed a written waiver. Notice shall be given to each member, and notice shall be posted for the benefit of the public at least 48 hours prior to each meeting.

Budget Meetings (and matters related thereto) are concerned with public business, and normally attended by a majority of the Board, are deliberative in nature and provide the basis for formal action in the adoption of a budget and setting of the tax rate, are subject to the provisions of the Open Meetings Law, should be scheduled by resolution in formal session or by written notice as in the case of Special Meetings, even though actions taken are in most cases tentative and made binding in the adoption of the Budget Resolution which occurs much later. All budget meetings are open to the public. Minutes of the budget meeting should be kept. Some discretion might be exercised by the Board in determining the quality and detail of such minutes. The time, place, those in attendance, and the subject matters generally considered should, at a minimum, be recorded in such minutes.

Other Meetings refer to gatherings where a majority of the Commissioners are in attendance, where public business is considered, where hearings are conducted or where

deliberations are made. Such meetings appear to be official meetings governed by the Open Meetings Law, and are therefore open to the public upon the giving of applicable public notice.

Minutes. The Clerk shall keep full and accurate minutes of the proceedings of the Board of Commissioners. This provision is applicable to all regular, special and official meetings.

Regular Procedure. Every effort should be exercised to assure, by regular procedures, that all matters which require consideration or action by the Board of Commissioners including specifically the conduct of hearings relating thereto, deliberations thereon or the transaction of public business be presented to the Board of Commissioners in official session and not under circumstances which may not satisfy requirements of the law.

Adopted May 2, 1977

Revised January 7, 1980

Revised July 20, 1981

Revised January 5, 1987

Revised January 21, 1988

Revised October 16, 1989

Amended February 1, 1993

Revised December 19, 1994

Revised July 11, 2000

Revised February 5, 2002

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