

RULES AND PROCEDURES

JACKSON COUNTY TOURISM DEVELOPMENT AUTHORITY

The Jackson County Tourism Development Authority hereby adopts the *Suggested Rules of Procedure for Small Local Government Boards*, Second Edition by A. Fleming Bell, II, issued by the UNC School of Government with the following amendments with the understanding that the Board may deviate from rules if it chooses to do so:

- a) Rule One. Regular Meetings. It is the committee recommendation that each year at the beginning of the calendar year (January) the board approve the meeting schedule for year. Subsequent to approval the schedule will be posted and only changes need to be noticed.
- b) Rule Two. Special, Emergency, and Recessed [or Adjourned] Meetings. (a) Special Meetings. The committee would add email as an approved means for communicating and publicizing a special meeting. This would be an addition to posting the notice on the JCTDA office bulletin board and mail or courier delivery to board members and the media.
- c) Rule Nine. Second Not Required. The committee recommends that all Motions require a second.
- d) Rule 13. Voting by Written Ballot. The committee recommends eliminating this rule and the option to vote by written ballot. The rationale is that a written ballot creates confusion and discredits board transparency.
- e) Rule 20. Special Rules of Procedure. The committee recommends: (a) Remote Participation. Members are strongly encouraged to be present at all meetings. Occasionally, a member will need to participate remotely and can do so as long as the Director and Chair are notified 48 hours in advance to allow for appropriate arrangements. In emergency situations, the Board may meet remotely so long as there is a way for the public to attend the meeting.

Adopted March 28, 2018

Attest:

Approved:

Laura Bowers, Secretary

Vick Patel, Chairman