

Modifications To Suggested Procedural Rules For Local Appointed Boards  
For The Jackson County Tourism Development Authority

The Jackson County Tourism Development Authority (“JCTDA”) adopts the Suggested Procedural Rules For Local Appointed Boards by Trey Allen and Fleming Bell and published by the UNC School of Government with the modifications specified below. Each section stated below is adopted as a modification to the section of the Rule stated in the Suggested Rules. If a section is not reprinted or modified below, it remains as stated in the Suggested Rules including any option in parenthesis or brackets. If a section modified below is followed by ..., this means that the remaining or unmodified section or sections remains as stated in the Suggested Rules.

Rule 1. Applicability of Rules: These rules apply to all meetings of the Jackson County Tourism Development Authority ...

Rule 3. Remote Participation in JCTDA Meetings:

- (a) Members are strongly encouraged to be present at all meetings. However, a member who is not physically present for a JCTDA meeting and provides at least 24 hour notice to the Executive Director to the JCTDA, may take part in the meeting by electronic means.
- (b) During a State-Level Declared Emergency, the JCTDA will follow the provisions for Remote Meetings set forth in G.S. 166A-19.24.

Rule 7. Broadcasting and Recording Meetings...

- (b) Advance Notice. Any radio or television station that plans to broadcast any portion of a JCTDA meeting shall so notify the Executive Director to the JCTDA...

Rule 8. Organizational Meeting; Selection of Chairman and Vice-Chairman

On the first meeting following appointment or as soon as practical thereafter, all newly appointed and reappointed members of the JCTDA shall take and subscribe the oath of office as the first order of new business of that meeting. As the second order of new business, the board shall elect a Vice-Chairman. A member or Officer may continue to serve at the expiration of their term until reappointed or replaced.

Rule 9. Regular Meetings:

- (a) Regular Meeting Schedule. The JCTDA may annually adopt a regular meeting schedule showing the times and places of its regular meetings for the year.
- (b) The JCTDA shall ensure that a copy of its current regular meeting schedule, complete with the time and place of each regular meeting, is filed with the Executive Director to the JCTDA and posted on the JCTDA’s website, if there is one.

Rule 10. Special Meetings...

- (b)...(2) delivered, emailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Executive Director to the JCTDA...

Rule 13. Agenda

(a) Draft Agenda

- (1) Preparation. The JCTDA's Executive Director shall prepare a draft agenda for each meeting of the JCTDA.
- (2) Requesting placement of items on draft agenda. ...Members shall submit their request to the Executive Director...
- (3) Supplemental information/materials. ... The JCTDA's Executive Director or designee shall prepare an agenda packet...

Rule 15. Agenda Items from Members of the Public

If a member of the public wishes to request that the JCTDA include an item on its regular meeting agenda, the individual shall submit the request in writing to the JCTDA's Executive Director...

Rule 16. Order of Business. Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- a. Call to Order and Quorum Check
- b. Approval of the Agenda
- c. Approval of Previous Minutes
- d. Public Comments
- e. New Business
- f. Old Business
- g. Adjournment

Rule 17. The Chairman ...

- (b) Voting by the Chairman. The Chairman has the same duty to vote as other members, though in no event may the Chairman break a tie on a motion on which he or she has already voted....

Rule 18. Presiding Officer in the Chairman's Absence

If the Chairman is absent, the Vice-Chairman shall preside...

Rule 19. When the Presiding Officer is Active in Debate. If the Chairman becomes active in debate on a particular proposal, the Chairman may have the Vice-Chairman preside during the JCTDA's consideration of the matter. If the Vice-Chairman is absent or is also actively debating the matter, the Chairman may designate another member to preside over the debate.

Rule 20. Action by the JCTDA:

Except as otherwise provided in Rules 28,30 and 33, the JCTDA shall act by motion. Any member may make a motion.

Rule 29. Duty to Vote

Every member shall vote unless excused by the remaining members of the JCTDA.  
...The unexcused failure to vote by a member who is physically present in the meeting room, or who has withdrawn without being excused by majority vote of the remaining members present, shall be recorded as an affirmative vote.

Rule 32. Committees.

(a) Authority to Establish. The JCTDA may establish standing or temporary committees to help the JCTDA carry out its work. Rule 33(b) governs appointments to all such committees.

Rule 33. Appointments to Public Bodies...

(b) Committee Appointments. The JCTDA shall make appointments to any committees established under Rule 32...

Rule 34. Amendment to the Rules...

...To be adopted, a motion to amend these rules must be approved by a majority of the JCTDA's members.