

## RESOLUTION NO. 16-01

### A RESOLUTION ESTABLISHING A FORMAT AND RULES OF ORDER FOR THE CONDUCT OF THE WASHINGTON COUNTY BUDGET BOARD MEETING AND PUBLIC HEARINGS

WHEREAS, the Washington County Budget Board desires to adopt a written policy determining its own rules of procedure subject to the governing laws of the State of Oklahoma and the United States of America.

NOW THEREFORE BE IT RESOLVED that the Washington County Budget Board adopts the following rules of conduct and meeting format for the meetings of such Board.

#### Section 1. Format of Meeting

- (a) The Chairman shall preserve order and decorum at the Budget Board meetings.
- (b) When placed on the agenda, Public comment will be received.
- (c) Individuals who wish to address the Board, shall sign in prior to the start of the meeting, indicating their name and agenda item to be addressed.
- (d) Public comment will be received prior to the first agenda action item.
- (e) Each individual wishing to make public comment will be limited to three (3) minutes for their presentation, with a total of fifteen (15) minutes for the entire public comment portion unless extended by the Chairman or majority of the Board.
- (f) The Chairman or majority of the Board may open up a specific agenda item for public comment. The public comment will be limited to five (5) total minutes, unless extended by the Chairman or majority of the Board and will be specific to the specific agenda item.
- (g) When called upon by the Chairman, individuals will address the Board stating their name. Time permitting, persons who did not sign in will be recognized after everyone who has signed in has spoken and will state their name.
- (h) Any person, during the course of a Board meeting, who engages in behavior that disrupts the meeting or speaker will be asked to leave by the Chairman. If said person refuses to leave, they may be subject to removal.
- (i) The individual speaking will be acknowledged in the minutes of the meeting by name and topic being discussed. If the individual wishes to have their comments made a matter of public record it must be submitted in writing.

Section 2: Rules of Order

- a. The Board will not respond during citizen's comments in a Public Hearing until everyone has spoken and the Public Hearing is closed. Any questions asked during the Public Hearing can be addressed and answered prior to the next agenda item.
- b. All votes will be tallied in accordance with the Oklahoma Open Meeting Act. An abstained vote is not counted as a pass or fail. A tie vote requires further discussion and a re-vote tie is a pass. All motions to be made in an affirmative format.
- c. No Board action will be nullified by any unintentional parliamentary or format violation or oversight.

PASSED BY THE WASHINGTON COUNTY BUDGET BOARD, THIS 25<sup>th</sup> DAY OF APRIL, 2016.

	Chairman
	Vice Chairman
	Member
	Member
	Member
	Member
	Member
	Member



ATTEST: Marjorie Parrish, County Clerk

By:  Deputy