

1                   **RESOLUTION TO AMEND THE PROCEDURAL RULES FOR**  
2                   **MEETINGS OF THE BOARD OF COMMISSIONERS TO CHANGE THE**  
3                   **AGENDA FORMAT FOR REGULARLY SCHEDULED MEETINGS OF THE**  
4                   **BOARD OF COMMISSIONERS**  
5

6                   **WHEREAS**, it is the duty of the Board of Commissioners to conduct the business of Fulton  
7 County government in a manner that promotes the public health, safety, and welfare; and

8                   **WHEREAS**, due to the complex and varied nature of matters that come before the Board of  
9 Commissioners for consideration and action, it is essential to the operation of Fulton County  
10 government that meetings of the Board of Commissioners be conducted as efficiently as possible,  
11 while at the same time ensuring that all Commissioners have ample opportunity to make informed  
12 decisions regarding those matters; and

13                   **WHEREAS**, the Board of Commissioners finds that the above interests will be promoted by  
14 amending the Procedural Rules for Meetings of the Board of Commissioners so as to restructure the  
15 format of the regularly scheduled Board meetings held on the first and third Wednesdays of each  
16 month; and

17                   **WHEREAS**, these amendments necessitate re-organization of certain provisions of the  
18 existing Procedural Rules for Meetings, such as moving the existing provisions regarding Public  
19 Comment from Rule Six to a new Rule Seven;

20                   **NOW, THEREFORE, BE IT RESOLVED**, that the final sentence of Rule One of the  
21 Procedural Rules for Meetings of the Board of Commissioners, which currently reads "The Board  
22 holds regularly scheduled Work Sessions on the second Wednesdays of each month at 2:00 p.m. or  
23 immediately following the Board's scheduled meeting", is hereby deleted.

24                   **BE IT FURTHER RESOLVED**, that Rules Six and Seven of the Procedural Rules for  
25 Meetings of the Board of Commissioners are hereby deleted in their entirety and replaced with the

1 following:

2 **RULE SIX: MEETING AGENDAS.** The Fulton County Board of Commissioners  
3 holds a Zoning/Action Item Meeting (first Wednesday of the month) and a Recess  
4 Meeting (third Wednesday of the month). The deadline for submitting items for these  
5 Board of Commissioners meetings to the Clerk's office for inclusion on the meeting  
6 agenda is 10:00 a.m. on the Friday before the meeting. A final copy of the agenda is  
7 distributed to the Commissioners, County Attorney, County Manager, and  
8 appropriate staff by 2:00 p.m. on the Friday preceding the scheduled Board meeting.  
9 Copies are also made available to the public at that time.

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11 Adding of items to a meeting agenda following the above deadlines is discouraged. In  
12 the event that a Commissioner or the County Manager believes it necessary to add an  
13 item to a meeting agenda following the above deadline, the Commissioner or County  
14 Manager shall so notify the Clerk, including information regarding the nature of the  
15 proposed add-on item. The Clerk shall then poll the Board of Commissioners  
16 regarding whether the item shall be added to the agenda. Such items may only be  
17 added to the agenda if, as a result of the polling, at least four Commissioners support  
18 adding the item to the agenda. Only action items may be added on to the agenda for  
19 Zoning/Action Item Meetings. Only non-action items may be added on to the agenda  
20 for Recess Meetings, unless the item is of an urgent or time-sensitive nature.

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22 A post-agenda is provided after the meeting. The post-agenda is a precursor to the  
23 final minutes and reflects actions taken by the Board at a particular meeting. Post-  
24 agendas are distributed by the Clerk's office within 48 hours of the meeting.

25  
26 1. Zoning/Action Item Meeting. The Zoning/Action Item Meeting shall be  
27 reserved for matters requiring action by the Board of Commissioners.  
28 Informational/non-action items may be placed on the consent agenda portion of the  
29 agenda, provided that removal of items from the consent agenda is subject to the  
30 rules stated in the following paragraph. The agenda format of the Zoning/Action Item  
31 Meeting shall be as follows:

32  
33 A. Consent Agenda.

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35 The consent agenda shall consist of 1) those action items deemed by  
36 the County Manager to be of a routine nature and 2) all non-action  
37 items including reports and updates. All items on the consent agenda  
38 are adopted/accepted via one motion approved by the Board.

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40 Commissioners may remove an item from the consent agenda for  
41 purposes of discussion with at least four affirmative votes. Upon

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approval of such a motion, the item shall be placed on the next Recess Meeting agenda. If the item requires action as a result of discussion in the Recess Meeting and the item is not urgent or time-sensitive, the item will then be placed on the agenda of the next Zoning/Action Item Meeting for action under County Manager Unfinished Business. If the item requires action as a result of discussion at the Recess Meeting and the item, at that time, is deemed urgent or time-sensitive by the County Manager, the item may be acted upon in the Recess Meeting under County Manager New Business. *Notwithstanding the above, if the item has been removed from the consent agenda by majority vote of the Board and is deemed urgent or time-sensitive by the County Manager, the item shall be added onto County Manager New Business at the same Zoning/Action Item Meeting. To the extent feasible, the County Manager shall identify, for inclusion on the printed agenda for each Zoning/Action Item Meeting, those items that are urgent or time-sensitive.*

- B. Ratification of Minutes
- C. Adoption of the Regular Meeting Agenda
- D. Clerk to the Commission Items
- E. Presentation of Certificates and Proclamations
- F. Alcoholic Beverage License public comment
- G. Other Public Comment and Public Hearing Items
- H. *Zoning Items*
- I. Executive Session/Lunch
- J. County Manager Unfinished Business (action items only)
- K. County Manager New Business (action items only)
- L. Commissioner Items – Unfinished Business (action items only)
- M. Commissioner Items – New Business (action items only)
- N. Board Appointments

2. Recess Meeting. The general purposes of the Recess Meeting are to provide an opportunity for the Commissioners to ask questions and obtain details regarding County matters and to allow presentation of reports and briefings by staff and other agencies. Accordingly, and with the exceptions set forth below, the Recess Meeting agenda shall be limited to non-action items.

All non-action items that the County Manager believes require discussion will be placed on the Recess Meeting agenda. If an item that is on the Recess Meeting agenda for discussion is 1) then determined to require action and 2) is deemed urgent – both as determined by affirmative vote of at least four Commissioners – then action

1 may be taken upon that item during the Recess Meeting. Additionally, if the County  
2 Manager indicates that an item on the Recess Meeting agenda is urgent or time-  
3 sensitive and requires action prior to the next Zoning/Action Item Meeting, then  
4 action may be taken upon that item during the Recess Meeting. To the extent  
5 feasible, the County Manager shall identify, for inclusion on the printed agenda for  
6 each Recess Meeting, those items that are urgent or time-sensitive and require action  
7 at the Recess Meeting.  
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9 The agenda format for Recess Meetings shall be as follows:

10  
11 A. Consent Agenda.

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13 The County Manager shall place routine matters only on the consent  
14 agenda portion of the Zoning/Action Item Meeting agendas.  
15 However, if the County Manager has routine items that are  
16 nevertheless time-sensitive such that action is necessary prior to the  
17 next Zoning/Action Item Meeting, such items may be placed on the  
18 Recess Meeting consent agenda. All items on the consent agenda are  
19 adopted/accepted via one motion approved by the Board.  
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21 Commissioners may remove an item from the Recess Meeting  
22 consent agenda with four affirmative votes. The item will then be  
23 considered and acted upon in the Recess Meeting under County  
24 Manager New Business.  
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- 26 B. Ratification of Minutes  
27 C. Adoption of the Recess Meeting Agenda  
28 D. Clerk to the Commission Items  
29 E. Presentation of Certificates and Proclamations  
30 F. Public Comment  
31 G. County Manager Unfinished Business  
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33 The County Manager Unfinished Business portion of the agenda shall  
34 consist of any items removed for discussion from the consent agenda  
35 portion of the previous Zoning/Action Item Meeting. Following  
36 discussion, if the item is an action item and the item is not urgent or  
37 time-sensitive, the Clerk shall place the item on the agenda of the  
38 next Zoning/Action Item Meeting under County Manager Unfinished  
39 Business. If the item is an action item and the item is urgent or time-  
40 sensitive as indicated by the County Manager, the item may be acted  
41 upon by the Board during the Recess Meeting. To the extent feasible,  
42 the County Manager shall identify, for inclusion on the printed

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agenda for each Recess Meeting, those County Manager Unfinished Business items that are urgent or time-sensitive.

- H. County Manager New Business (items for discussion or presentation)
- I. Commissioner Items – Unfinished Business (items held from prior Recess Meeting for additional discussion or presentation)
- J. Commissioner Items – New Business (new items for discussion or presentation)
- K. Board Appointments
- L. Executive Session

**RULE SEVEN: PUBLIC COMMENT.** Public comment shall be conducted at both Zoning/Action Item Meetings and Recess Meetings, as stated in Rule Six. During the public comment portion of the agenda, citizens may voice County-related requests, concerns, opinions, etc. Before speaking, each speaker must fill out a speaker card, located at the entryway, podium, and media and court reporter tables. All speaker cards must be submitted to the Clerk’s staff prior to the commencement of public comment, and speakers will be heard in the order in which the speaker cards are received.

Speakers will be granted up to two minutes each. The public comment portion of the Zoning/Action Item Meeting will not exceed fifteen (15) minutes, and the public comment portion of the Recess Meeting will not exceed thirty (30) minutes. Citizens who have submitted speaker cards but do not have the opportunity to speak will be allowed to speak first at a subsequent meeting. The Clerk will hold their speaker cards until the date they choose to return.

If the citizen is seeking a response or resolution to a particular issue, he or she should first contact the County Manager’s office, which will ensure that the relevant department heads and other individuals are contacted to resolve the matter. If the issue cannot be resolved through the County Manager’s efforts, the citizen may then contact a Commissioner so that the matter may be placed on the appropriate Board meeting agenda as set forth in Rule Six. The Commissioner should then inform the Clerk by memorandum stating the subject to be discussed and the citizen who will speak, including address and telephone number. Any supporting material germane to the issue should also be submitted.

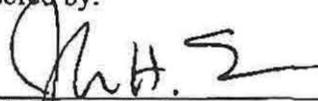
**BE IT FURTHER RESOLVED,** that this Resolution shall become effective upon adoption and the procedures adopted herein shall apply beginning with the first regularly scheduled meeting of

1 the Board of Commissioners following adoption. All resolutions and parts of resolutions in conflict  
2 with this Resolution are repealed to the extent of the conflict.

3 **BE IT FURTHER RESOLVED**, that all agenda items that are held or otherwise not  
4 disposed of as of adjournment of the Board meeting at which this Resolution is adopted shall be  
5 placed on the agenda of the appropriate future meetings of the Board according to the rules set forth  
6 in Rule Six above.

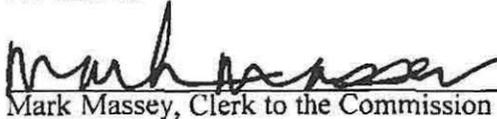
7 **SO PASSED AND ADOPTED**, this 20<sup>th</sup> day of June, 2007.

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9 Sponsored by:

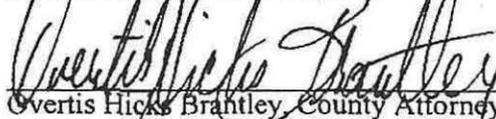
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13 John H. Haves, Chairman  
14 District 1 At-large

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17 **ATTEST:**

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20 Mark Massey, Clerk to the Commission

17 **APPROVED AS TO FORM:**

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20 Overtis Hicks Brantley, County Attorney

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24 P:\CAI\legislation\BOC\BOC Procedures\Meetings-format-amend-jc-6.20.07-AP.res.doc

ITEM # 07-0537 RCS 6/20/2007  
RECESS MEETING