



Grant County Commission Meeting Management

Adopted: January 26, 2021

Revised: January 4, 2022

Every local government has its own rules of procedure. These are simply guidelines to help conduct public business in an orderly fashion. These guidelines may be adjusted from time to time as requested by any member of the County Commission.

MEETING PROCEDURES

Guidelines

- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Grant County Commission
- Agenda Items may require an executive session.
- Open discussion by Commission unless executive session is motioned per West Virginia Code §6-9A-4. “Executive session” means any meeting or part of a meeting of a governing body which is closed to the public.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Motion required for consideration of vote.
- Roberts Rules of Order is utilized as a guide only. The Commission controls meeting management, discussion and input.
- Following Roberts Rules of Order and procedure in small boards motions need not be seconded.
- Commissioners may participate and vote via conference call if (2) commissioners are in attendance.
- Proclamations shall be read by the individual making the presentation on behalf of an organization. Following the public reading, the Commission may move for the adoption. The President will call for a voice vote. The Proclamation shall be signed with the original going to the presenter and a copy retained for the file of the County Commission and the Clerk.
- The County Attorney may be requested to attend meetings on an as-needed basis.
- The Public comment period of the meeting will be opened to those in attendance. Each member of the public wishing to be heard must raise their hand. Stand and provide his/her name and address for the record. Time will be limited to **three (3) minutes** unless circumstances warrant additional time as approved by the President. This is not to be used as a question and answer forum. Only comments will be received that may or may not require further comment by the Commission.

NOTIFICATIONS OF MEETINGS

Regular Sessions

Regular meeting agendas will be posted and available to the public before closure three (3) business days prior to the meeting date.

Special Sessions

As provided by law, the County Commission may hold special sessions, whenever the public interests may require, to be called by the president with the concurrence of the majority of the County Commissioners. In the event a special session is called, the County Administrator shall post at the Courthouse at least (2) days before a special session is to be held a notice stating the time, place and purpose for which such special session shall be held. Jurisdiction of said special session is confined to such business as the public shall have been notified in the call of the special session. If the special session is cancelled, notice of such cancellation shall be posted at the Courthouse.

Emergency Sessions

As provided by law, regular session and special session requirements shall not apply in the event of any emergency requiring immediate official action. In the event of any emergency requiring immediate official action, the County Administrator shall post at the Courthouse notice of the meeting at any time prior to the meeting. The meeting notice shall state the time, place and purpose of the meeting and the facts and circumstances of the emergency.

Work Sessions

The County Commission may hold work sessions, as needed. Agendas will be posted and minutes will be recorded.

Notice of all meetings must be given and meetings are public, as required by the open meetings law, West Virginia Code §6-9A-3.

All session agenda's are posted on Grant County's website <http://www.grantcountywv.org/> in the Agencies section on the Commission page.

APPOINTMENTS TO SPEAK

Creating an appointment

Appointments to speak with the county commission must be scheduled three (3) business days prior to the meeting.

If no appointment was scheduled, the public comment period of the meeting will be opened to those in attendance. Each member of the public wishing to be heard must raise their hand, stand and provide his/her name for the record. Time will be limited to three (3) minutes unless circumstances warrant additional time as approved by the President. This is not to be used as a question and answer forum. Only comments will be received that may or may not require further comment by the Commission.

Appointments will be taken in the order they are shown on the agenda. Individuals appearing will be asked to provide their name for the record before making their request or presentation.

For an appointment, please phone the County Commissioners' Office at (304) 257-4422.