

EXPLANATION OF DOCUMENTS:

Red language equals added text.

Struck through language equals deleted text.

Chapter 2 ADMINISTRATION

ARTICLE II. BOARD OF COMMISSIONERS

Sec. 2-36.3. County departments.

It is hereby established for Putnam County Government, the following departments:

- (a) Animal services control.
- (b) Code enforcement
- (c) Finance.
- (d) Human resources
- (e) Oconee Springs Park, The Edgewater.
- (f) Planning and development.
- (g) Public buildings.
- (h) County clerk's office. Public information.
- (i) Public safety (ambulance, fire, rescue).
- (j) Public works.
- (k) Recreation.
- (l) Senior citizens center.
- (m) Transit.
- (n) Uncle Remus golf course.

(Ord. of 5-19-2009(2))

Sec. 2-37. Agenda. Regular Meeting Agenda.

The county manager shall prepare a detailed agenda on the subjects to be covered or acted on and/or objectives to be met for each regular scheduled meeting, ~~called meeting, public hearing, or work session, or any other special meeting~~. The detailed agenda shall be made available to each commissioner at least three business days before each regular scheduled board meeting, ~~called meeting, public hearing, work session, or any other special meeting~~.

A commissioner may add items to the agenda ~~for regular scheduled meetings by providing notice to the county manager at least four business days prior to such meeting at any time, though any~~ item requiring action must be added at least ~~five~~ four business days prior to a meeting ~~by providing notice to the county manager. An action item added less than four business days may be discussed at the meeting and laid on the table for action at the next meeting.~~ In case of an emergency, the board may waive this requirement.

~~A copy of the agenda and a list of those members present shall be made available to the public for inspection within two business days of the adjournment of any meeting.~~

Sec. 2-39. Minutes.

The clerk of the board shall promptly record the minutes for each board meeting. The minutes shall serve as the official written record of the board meeting and shall be open for public inspection once approved as official by the board but in no case not later than immediately following the next regular meeting of the board. The minutes specify the names of commissioners present at the meeting, a description of each motion or other proposal made at the meeting, the name of the commissioner who proposed each motion, the name of the commissioner who seconded each motion, and a record of all votes. In the case of a roll call vote, the name of each commissioner voting for or against a proposal shall be recorded. ~~It shall be presumed that a commissioner has voted in the affirmative unless the minutes show otherwise. More~~ Detailed information may be included in the minutes at the request of the board.

The board must approve the minutes before they may be considered as an official record of the board. A copy of the minutes from the previous meeting shall be distributed to the commissioners at least three business days before the following meeting. ~~The minutes of the previous meeting shall be corrected and approved by the board at the beginning of each meeting. A majority vote is required for approval. Conflicts about the content of the minutes shall be brought to the clerk's attention prior to the board meeting and that section of the digital recording will be made available at the meeting prior to adoption of the minutes.~~ Upon being approved, the minutes shall be signed by the chairperson and attested by the clerk of the board of commissioners.

Sec. 2-40. Order of business.

All regular board meetings shall substantially follow an established order of business. The order shall be as follows:

- (1) Call to order;
- (2) Approval of agenda;
- (3) Invocation;
- (4) Pledge of allegiance;
- (5) Special presentations;
- (6) Public hearing, if necessary;
- (7) Public comments;
- (8) Consent agenda, approval of minutes;
- (9) Other agenda items;
- (10) County manager report;
- (11) County attorney report;
- (12) Commissioner announcements;
- (13) Closed session, if necessary;
- (14) Adjournment.

Sec. 2-42. Public participation.

Public participation in meetings of the board of commissioners shall be permitted in accordance with the provisions of this section.

- (a) *Public comments.* The board may allow public comments on agenda items and any non-agenda items, except personnel. Individuals desiring to address the board of commissioners are required to sign in prior to the commencement of the meeting or public hearing. Such comments by any one person should not exceed three minutes. The chairperson shall have the right at any time to stop all public comments, when, in the chairperson's discretion, such input violates the provisions of this section. In addition, or as an alternative to speaking, written materials may be physically or electronically submitted to the board, though no county equipment or property shall be used for distribution or display of such materials other than for distribution to members of the board. While the chairperson may recognize board members or staff during public comment, there is no obligation to respond to or address comments made by members of the public.

- (b) *Decorum.* Members of the public shall not make inappropriate or offensive comments at a board meeting and are expected to comply with the rules of decorum that are established for commissioners. Individuals violating any rules of the board may be ruled out of order by the chairperson or on a point of order made by a commissioner. The chairperson will rule on the point of order. An individual violating the rules of decorum may be removed from the meeting at the direction of the chairperson.
- (c) *Public hearings.* The board may schedule public hearings for the purpose of soliciting public comment on any subject of interest to the board. Hearings may be held immediately prior to, during or following a meeting of the board or at such other places and times as the board may determine. The rules of public participation described in subsection (a) above shall apply at any public hearing. Hearings on zoning decisions shall be governed in accordance with the zoning policies and procedures of the county.

Sec. 2-45. Reserved Amendments to the rules.

~~Any amendments to the rules of order must be submitted in accordance with section 1-14.~~

Sec. 2-46. Regular meetings.

Regular meetings of the board of commissioners shall be held at 10:00 a.m. on the first Friday of each month and at ~~5~~6:00 p.m. on the third Tuesday of each month. The regular meeting place will be the Putnam County Administration Building, at 117 Putnam Drive, Room 203 or such facility as established by the board of commissioners. Any change in meeting place will be advertised as required by law. A notice containing the foregoing information shall be posted and maintained in a conspicuous place available to the general public at the regular meeting place of the board. Meeting agenda will be posted 24 hours in advance.

Sec. 2-47. Called Special meetings and rescheduled regular meetings.

A regular meeting may be canceled, rescheduled or moved to a new location within the county by the chairperson for any reason. ~~Called~~ Other ~~special~~ meetings may be scheduled by the chairperson or at the request of a majority of commissioners. Whenever a rescheduled regular meeting or any other ~~called~~ ~~special~~ meeting is to be held at a time or place other than the regularly scheduled time or place, written notice of the change shall be posted for at least 24 hours in advance of the meeting at the regular meeting place. In addition, written or oral notice shall be given by the clerk at least 24 hours in advance of the meeting to either the legal organ of the county or a newspaper having general circulation at least equal to that of the legal organ, as well as to each member of the county governing authority.

Sec. 2-50. Suspending the rules of order.

~~Rules of order may be suspended in the case of an emergency.~~ A motion to suspend the rules requires a second, is debatable, and requires a two-thirds vote of the board. Rules governing quorums (section 2-32), voting methods and requirements (sections 2-33 and 2-34), the notification to commissioners of meetings (sections 2-46 and 2-47) and rules necessary for compliance with state law may not be suspended.

Sec. 2-51. Committees.

The chairperson, with the concurrence of the board, may create committees of members of the board to study any issue before the board. Any such committees may make recommendations to the board of commissioners but no committee shall be empowered to make any final decision on any matter before it for consideration. In addition to board members, committees may include other county elected officials, staff or citizens at large. Whenever a committee is created, its duties, any limitation on the scope of its duties, and the times, places, and periods of time for which the committee may operate shall be determined by the chairperson with the concurrence of the board. The chairperson or designee may shall serve as an ex officio member of all committees.

Sec. 2-53. Appointment procedures.

Unless otherwise provided for by state law, appointments to all boards, authorities, and commissions shall be conducted in accordance with the procedures contained in this section.

- (a) The county clerk shall cause to be published in the county's legal organ an advertisement announcing any vacancies at least 14 days prior to any appointment.
- (b) Following the appropriate advertising period, the county clerk, or designee, shall prepare and provide to the commission, a spreadsheet format list of all qualified candidates whose applications were received timely by the county clerk.
- (c) Immediately after the agenda item has been called, the clerk will ~~verbally~~ announce the qualified candidates and present their application resume. A visually projected image of the spreadsheet prepared in subsection (b) above may be substituted.
- (d) For each vacant position, except as outlined in sections 14-4(b) and 66-150(b), each commissioner may nominate anyone on the qualified list. Each nomination must receive a second to be considered for a later vote. While it is desirable to have each district represented on all county boards, authorities, and commissions as well as to have as much representation across the entire county and its constituents as possible, the greater need is to have interested, qualified, and responsible applicants who will provide the greatest contribution to Putnam County in carrying out the necessary functions of these boards, authorities, and commissions. All candidates who have received a nomination and a second can be discussed by the commissioners.

Following discussion, a roll call vote will be taken. The proper response, to the call for a vote, is the name of the preferred candidate. The person receiving the majority vote of the commissioners will be the candidate selected. In those cases where there is not a tie and no one has received a majority vote, a second round of voting may be directed by the chairman.

- (e) No member of any board, authority, or commission shall be an employee of Putnam County as defined in Section I.D. of the Putnam County Personnel Manual. For the purposes of this subsection, a county commissioner is not considered an employee of Putnam County.
- (f) In the event that a position on one of the county's boards, authorities, commissions, or similarly established bodies becomes vacant prior to the expiration of its term, the vacancy shall be filled in the manner described above. If less than one year remains at the time an individual is appointed to fill such a vacancy, that individual shall also be reappointed to the position for the next successive term.

Secs. 2-54—2-65. Reserved.