

**LAFAYETTE COUNTY, MISSISSIPPI BOARD OF SUPERVISORS’
MEETING POLICY AND PROCEDURE STATEMENT**

I. MEETING AND AGENDA POLICY AND PROCEDURE

The purpose of this Policy and Procedure Statement is to inform the citizens of Lafayette County of the Board of Supervisors’ public meeting policy and procedure in an effort to encourage informed, active and orderly citizen participation during all public meetings.

A. Regular Meetings

The Board of Supervisors meets in regular session, commencing at 9:00 a.m., on the first Monday of each month at the Board of Supervisors’ chambers located at 300 North Lamar (Chancery Court Building), Oxford, or at any other place as the Board of Supervisors may designate at its preceding meeting. When Monday is a holiday, the regular meeting shall be held on the following day at the same hour unless otherwise provided for by motion. The day, time, and place of the meeting may be changed by a majority vote of the Board of Supervisors.

B. Order of Business – Regular Meeting

The business of all regular meetings of the Board of Supervisors shall generally be transacted in the following order, unless the Board of Supervisors, by majority vote, changes the order. Executive session shall be scheduled or added to the agenda as needed:

1. Call to Order;
2. Approve Agenda;
3. Review and Approval of Minutes of Preceding Meetings;
4. Approve Claims Docket
5. Engineer Report;
6. Road Manager Report and Communications;
7. Solid Waste Manager Report and Communications;
8. Old Business;
9. New Business;
10. Chancery Clerk Report and Communications;
11. County Administrator Report and Communications;
12. Miscellaneous/Executive Sessions;
13. Adjournment/Recess

1. Open Meetings Act/Executive Session

Pursuant to the Mississippi Open Meetings Act (Miss. Code Ann. §25-41-1, et seq.), all meetings of the Board are held in open session and may be attended by the general public except as to matters subject to “executive session.” An executive session is a meeting of the Board at which the public is excluded for one or more of the following purposes:

1. Transaction of business and discussion of personnel matters relating to job performance, character, professional

competence, or physical or mental health of a person holding a specific position;

2. Strategy sessions or negotiations with respect to prospective litigation, litigation, or issuance of an appealable order when an open meeting would have a detrimental effect on the litigation position of the public body;
3. Transaction of business and discussion regarding the report, development or course of action regarding security personnel or devices;
4. Investigative proceedings by any public body regarding allegations or misconduct or violation of law;
5. Any body of the legislature which is meeting on matters within the jurisdiction of the body;
6. Cases of extraordinary emergency which would pose immediate or irrevocable harm or damage to persons and/or property within the jurisdiction of a public body;
7. Transaction of business and discussion regarding the prospective purchase, sale or leasing of lands;
8. Discussion between a school board and individual students who attend school within the jurisdiction of the school board or the parents or teachers of the students regarding problems of the students or their parents or teachers;
9. Transaction of business and discussion concerning the preparation of tests for admission to practice in recognized professions;
10. Transaction of business and discussions or negotiations regarding the location, relocation or expansion of a business or an industry; and
11. Transactions of business and discussions regarding employment or job performance of a person in a specific position or termination of an employee holding a specific position, including the right to enter into executive session concerning a line item in a budget which might affect the termination of an employee or employees.

At an executive session, attendance shall be limited to members of the Board and persons invited by the Board to present testimony or opinion limited to the period for which their presence is necessary to present such testimony or opinion to the Board.

C. Agenda Procedure

Anyone wishing to have an item placed on the official agenda must contact the County Administrator's office by Wednesday, 12:00 p.m., prior to the Monday meeting at which they want to address the Board. The finalized agenda will be sent to the newspaper Wednesday afternoon for publication no later than the Friday before the Monday meeting. Requests must be in writing and must include your name, address and telephone number. We encourage you to also provide any written information or a brief statement regarding your issue. All agenda items must be approved by the respective District Supervisor or the County Administrator. You will be notified by the Chancery Clerk's Office before Friday, 12:00 p.m., prior to the Monday meeting informing you whether your item has been placed on the official agenda. Each item placed on the official agenda will include the identity of the sponsoring individual and/or official requesting the agenda item and that person will carry the primary responsibility of carrying the discussion of the sponsored item. Requests required to be placed on the agenda, in accordance with state statutes in the Chancery Clerk's office, shall be processed and submitted to the County Administrator by the Wednesday deadline to be sponsored by the County Administrator. Any item placed on the agenda after the Wednesday deadline must be sponsored by a member of the Board of Supervisors; however, the Supervisor may only do so up until the agenda has been approved by the Board. In the event the County Administrator needs to add an item after the Wednesday deadline, he must have the item sponsored by a member of the Board of Supervisors.

1. Public Comment Procedure

In addition to formally placing an item on the Board's meeting agenda, the public is encouraged to provide input, at the Board's discretion, on agenda matters designated for public comment. Each person speaking on such matters shall limit his/her remarks to five (5) minutes. All remarks and questions shall be addressed to the Board as a whole and not to any individual member thereof. No person other than members of the Board of Supervisors and the person addressing the Board during such "public comment" shall enter into any discussion either directly or through a Board member without permission of the President of the Board.

D. Meeting Decorum

No person shall disrupt the orderly conduct of a public Board meeting. Prohibited disruptive behavior includes, but is not limited to, shouting, making disruptive noises such as boos or hisses, creating or participating in a physical disturbance, threatening physical harm or engaging in verbal abuse, speaking out of turn or in violation of applicable rules, preventing or attempting to prevent others who have the floor from speaking, preventing others from observing the meeting, entry into or remaining in an area of the meeting room that is not open to the public, or approaching the Board of Supervisors' bench without consent. In other words, all those in attendance at any public Board meeting and individuals permitted to address the Board on any agenda item are expected to exhibit courteous behavior. Additionally, all cell phones must be turned off or put on silent during the meeting. If

in the discretion of the Board President, anyone is found to be exhibiting discourteous or disruptive behavior, they will be asked to step down from the podium and/or escorted out of the meeting room.

The office of the Sheriff of Lafayette County functions as the sergeant-at-arms during all Board meetings. Enforcement of the rules of decorum is the responsibility of the sergeant-at-arms. Upon instruction from the Board President, it shall be the duty of the sergeant-at-arms to place under arrest any person who violates the order and decorum of the meeting and cause him/her to be prosecuted under the laws of the State of Mississippi.