

LAFAYETTE COUNTY, MISSISSIPPI BOARD OF SUPERVISORS'
MEETING POLICY AND PROCEDURES

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 public meetings.

A. Regular Meetings

The Board of Supervisors meets in regular session, commencing at 5:00.p.m.on the first Monday and as recessed starting at 8:00 a.m. on the third Monday of each month at the Board of Supervisors' Room 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 the regularly scheduled meeting falls on 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. Review and Approval of Minutes of Preceding Meeting;
3. Approve agenda;
4. County Engineer Report and Communications;
5. Road Manager Report and Communications;
6. New Business
7. Executive Session;
8. 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 litigation;

3. Transaction of business and discussion regarding the report, development or course of action regarding security personnel;
4. Investigative proceedings by any public body regarding allegations or misconduct or violation of law;
5. Transaction of business and discussion regarding the prospective purchase, sale or leasing of lands;
6. Transaction of business and discussions or negotiations regarding the location, relocation or expansion of a business or an industry; and

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

A Supervisor, the County Administrator, the County Engineer and the County Attorney may place an item on the official agenda by contacting the County Administrator by Wednesday, 12:00 p.m., prior to the meeting when the item is to be considered. Each item placed on the official agenda will include the identity of the sponsoring official. In the discretion of the Board, items may be added to the meeting agenda at any time prior to or during a regular meeting by majority vote of the Board during the regular meeting the item is proposed for consideration. Discussion of any matter not contained on the meeting agenda as approved by the Board will not be permitted.

1. Discussion Procedure

Each supervisor shall limit their remarks on each agenda item to no more than two minutes, subject to the right to seek additional time by motion. In the event members of the general public are permitted an opportunity to comment on matters before the Board, all remarks and questions shall be limited to two minutes per individual and 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 offer comment 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. Those who are found, in the discretion of the Board President, to be "out of order" or exhibiting discourteous and/or disruptive behavior, 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.