

**LAFAYETTE COUNTY ELECTION COMMISSIONS’  
MEETING AND AGENDA POLICY AND PROCEDURE**

The purpose of the Policy and Procedure Statement is to inform the citizens of Lafayette County of the Election Commissions’ public meeting and procedure in an effort to encourage, inform, active and orderly public meetings.

**A. Regular Meeting**

The Election Commission meets in regular session, commencing at 10:30 A.M. on the 1<sup>st</sup> Tuesday on each month unless the first Tuesday falls on a holiday. If that occurs, the meeting will be held on the 2<sup>nd</sup> Tuesday of the month. The meeting will be held in the Lafayette County Courthouse, 1 Courthouse Square, in the board room adjacent to the Courtroom, or any other place as the Election Commissioners may designate at its preceding meeting.

**B. Order of Business – Regular Meeting**

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

1. Call to Order
2. Reading of Previous Minutes
3. Review & Approve Inactive, Purged List, and Movement Report
4. Approve Time Sheets
5. Old Business
6. New Business
7. Adjournment
8. Executive Session

**C. Open Meetings Act/Executive Session**

Pursuant to the Mississippi Open Meeting Act (Miss. Code Ann. 25-41-1. Et seq.), all meetings of the Commission are held in open session and may be attended by the general public except as to “executive session.” An executive session is a meeting of the Board at which the public is excluded.

**D. Agenda Procedure**

A Commissioner, County Clerk, Supervisor, or Citizen may place an item on the official agenda by contacting your commissioner one week prior to the meeting on Tuesday, by 12:00 P.M. Only **NEW** items that have not already been discussed previously, will be addressed. If any sealed information and or documents are requested, you will have to contact the County Attorney or request a public record request. Each item (s) placed on the official agenda will include the identity of the sponsoring official.

**E. Discussion Procedure**

Each Commissioner 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, only the citizen who was approved to be on the agenda will be allowed to make remarks and/or ask questions. 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 Election Commissioners and the person addressing the Board during such “public comment” shall offer comment without permission of the President of the Commission.

**F. 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, participating in a physical disturbance, threatening physical harm, or engaging in verbal abuse.

In other words, all those in attendance at any public meeting and individuals permitted to address the Board on any agenda items are expected to exhibit courteous behavior.

**G. OPINIONS OF THE ATTORNEY GENERAL**

Private citizens may tape record all discussions taking place at open meeting of any public body, subject to such reasonable rules and regulations which that public body may enact pursuant to Miss. Code Section 25-41-9; it would not be “reasonable” for any public body to flatly prohibit such practice.

## **CONTACT INFORMATION**

To request to be put on the agenda following the Policy & Procedure, please email your request to your Election Commissioner.

Faye Phillips – District 1

Erin Smith – District 2

Lola Pearson – District 3

Laura Antonow – District 4

Debbie Black – District 5

**Email Address: [Elections@lafayettecoms.com](mailto:Elections@lafayettecoms.com)**