



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

January 13, 2020

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: New Business

3. Adoption of Suggested Rules of Procedure for a City Council (Attached NB-3)

Public bodies for the Town of Kill Devil Hills use the *Suggested Rules of Procedure for a City Council* as their procedural guide, as established by Section 30.03 of the Town Code, which is attached. There are several changes to the guide that reflect how our Board of Commissioners conducts its business and the list of those changes is attached and has been affixed to the inside cover of each booklet contained in your packet materials. Additionally, an electronic version of the booklet, along with the identified changes, has been placed on the Town's website with the rest of the packet for ease of review by the public.

At this time, it would be appropriate for the Board to provide guidance on any additional changes desired to be made to the meeting procedural guide. Guidance could include:

- Accepting the amended guide as currently in place;
- Identifying additional amendment(s); or,
- Removing any or all amendments.

The second and third options will require an ordinance amendment to be prepared, which can be returned for Board action on January 22, 2020. Board guidance, or action, will be appreciated.

§ 30.03 RULES OF PROCEDURE GENERALLY.

Except where otherwise provided by law or ordinance, the rules of procedure of the Board of Commissioners and all other public bodies of the town shall be the *Suggested Rules of Procedure for a City Council* as published, and amended from time to time, by the Institute of Government of the University of North Carolina at Chapel Hill, and adopted and amended from time to time by the Board. (Note: The *Suggested Rules of Procedure for a City Council* includes but is not limited to procedures on conduct of meetings, meeting agendas, procedural duties of the Mayor and Mayor pro tempore, motions by and actions of the Board of Commissioners, introduction and adoption of ordinances and contracts, minutes, appointments and conduct of public hearings.)

Suggested Rules of Procedure for a City Council

Amendments for the Town of Kill Devil Hills Board of Commissioners

Rule 1. Applicability of Rules (Page 5)

1. Kill Devil Hills City Council

Rule 2. Quorum (Page 6)

1. 4 Council seats
1 Voting Mayor
5 total – quorum = 3

Rule 9. Regular Meetings (Page 20)

1. Second Monday and Fourth Wednesday of each month
2. Regular meetings shall begin at 6:00 p.m. in the Meeting Room at the Administration Building, 102 Town Hall Drive, off Colington Road, Kill Devil Hills
3. Unless otherwise adopted in the annual meeting schedule, which shall be posted at the Town Hall and on the Kill Devil Hills website www.kdhnc.com
4. The annual meeting schedule may be amended

Rule 16. Order of Business (Page 30)

1. The usual order of business for each regular meeting shall be as follows:

Call to Order
Agenda Approval
[Public Hearing(s) if scheduled]
Public Comment
Response to Public Comment
Introductions and Presentations
Old Business
New Business
Committee Reports
Commissioners' Agenda
Mayor's Agenda
Town Manager's Agenda
Town Attorney's Agenda
Consent Agenda
Public Comment

Response to Public Comment
Adjourn

Rule 17. The Mayor (Page 31)

1. Right to vote. The Mayor votes on the same basis as other council members, though in no event may the mayor break a tie on a motion which he or she has already voted.

Rule 22. Second Not Required (Page 35)

1. Shall not be applicable.