

Staff Report

Subject: Revisions to the Rules of Procedure
Author: Stephanie Johnson, County Clerk
Department: Administration
Meeting Date: 06/19/2026
Item Description: Consideration to approve the revised Rules of Procedures for the Effingham County Board of Commissioners

Summary Recommendation:

Staff recommends approval of the request.

Executive Summary:

The intent of Rules of Procedure is to provide general principles of parliamentary procedures to include protocols and ethics to govern all meetings of the Board of Commissioners. In an effort to maintain effective productivity in meetings, the procedures have been updated for consideration of approval.

Background:

According to records, the original policy was approved March 4, 2003 and has been revised multiple times. The most recent revisions were approved December 7, 2021. This modification includes efforts discussed by the board, legal and staff. The update to the policy is to include a section titled, “**Planning Board Unfinished Business**” to allow for planning items that have been postponed from one meeting to a future meeting to be heard at the 6:00 pm segment of said meeting. This method will eliminate start time confusion and accommodate constituent participation.

There are a few other minor corrections throughout the document which relate to clarity, redundancy and grammatical and formatting errors. Additionally, *Section 4.06* has been updated to reflect the text outlined in our Code of Ordinances as it relates to public comments (*see Section 9.4 – Procedure for conducting a public hearing*).

Alternatives for Commission to Consider:

1. Approve the revised Rules of Procedures as presented in the drafted version.
2. Do not approve the revised Rules of Procedure

Recommended Alternative: Staff recommends Alternative 1

Other Alternatives: N/A

Department Review: Administration

Funding Source: No funding is required related to this request.

Attachments:

1. Rules of Procedure_Draft copy