



RULES OF PROCEDURE

Water and Sewer Advisory Committee

HILLSBOROUGH, NORTH CAROLINA

I. General Rules

The Water and Sewer Advisory Committee (WSAC) meetings will adhere to all rules in accordance with these Rules of Procedure using Robert's Rules of Order (RRO). As the Committee maintains less than 12 members, it is considered a small committee according to RRO. Chapter 3 Article VIII governs WSAC in addition to, and supersedes any conflict with, these Rules of Procedure.

II. Officers and Duties

A. Chair. A chair shall be elected by the full membership WSAC from among its' members. The chair's term of office shall be one year and/or until a successor is elected, beginning in October during the committee's organizational meeting. The chair shall be eligible for re-election. The chair shall preside at the Committee meetings. To address the Committee, a member shall be recognized by the chair. In a small committee, the chair may make motions, may take part in debate, and may vote. If the chair wishes to discuss, they should speak last. If they vote, they should vote last. The chair shall have the following powers:

- 1) To vote;
- 2) To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
- 3) To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
- 4) To entertain and answer questions of parliamentary law or procedure;
- 5) To call a brief recess at any time;
- 6) To adjourn in an emergency.

B. Vice-Chair. A vice-chair shall be elected by the WSAC from among its regular members in the same manner and for the same term as the chair. The vice-chair shall preside in the absence of the chair, and at such times shall have the same powers and duties as the chair.

- C. Secretary. A Utilities Administration staff member of the Town of Hillsborough shall serve as secretary. The secretary, subject to the direction of the chair and the WSAC, shall keep all records, shall prepare all correspondence of the Committee for the signature of the chair, shall arrange for all required public notices, shall notify Committee members of pending meetings and their agenda, shall notify parties to cases before the Committee of its decision on such cases, and shall generally supervise the clerical work of the Committee. The secretary shall keep in a permanent volume the minutes of every meeting of the Committee. These shall show the record of all important facts pertaining to each meeting and hearing, every resolution or upon the final determination of any question, indicating the names of members absent or failing to vote. Copies of all correspondence and other pertinent documents shall be maintained in chronological order by the secretary in a separate file. The secretary shall ensure agendas and minutes are posted to the town's public document archive.

III. **Terms of office**

- A. The tenure of office shall be four (4) years with the right to be reappointed for a second full term. A member may be appointed for a second successive term, but after two (2) consecutive terms a member shall be ineligible for reappointment until one calendar year has elapsed from the date of completion of the second term. When a vacancy occurs in the middle of a term, the term expiration shall be adjusted to the appointment date of a new member.

IV. **Meetings**

- A. Regular Meetings. Regular meetings shall be held on the 1st Thursday of the month according to the planned meeting schedule published for the year at 7:00 PM in the Town Hall Board Room; provided that meetings may be held at any other convenient place in Hillsborough if directed by the Chair in advance of the meeting. The October meeting shall include election of officers and other organizational matters.
- B. Cancellation of Meetings. Whenever there is no business for the Committee's consideration, or whenever a quorum will not be available as known in advance, the Chair may dispense with a regular meeting by given written or oral notice to all members not less than 24 hours prior to the time set for the meeting.
- C. Quorum. A quorum to consider routine administrative matters shall consist of 50% plus one of the members.
- D. Voting. In all other matters the vote of a majority of the members present and voting shall decide issues.
- E. Conduct of Meetings. All meetings shall be open to the public.

- F. Agenda. The Secretary shall prepare the agenda for the meeting. The agenda shall include reasonably available supporting material for discussion items. Each member shall receive a copy of the agenda, and it shall be available for public inspection and/or distribution when it is distributed to the members. The committee may, by majority vote or consensus, add an item that is not on the agenda.

- G. Minutes. Minutes of WSAC meetings shall be maintained as a permanent public record. Such minutes shall record the attendance of its members, its findings, recommendations, and a summary of action items.

V. Amendments

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote by quorum, provided that such amendments be presented in writing at a regular meeting at which the vote is taken.

The Rules of Procedure were originally and unanimously adopted by the WSAC at its meeting duly held on the Oct. 1, 2003. Amendments to these Rules of Procedure were made Sep. 7, 2006, Feb. 9, 2015, Jan. 24, 2019, and Feb. 2, 2023.