



DRAFT LANDIS RULES OF PROCEDURE DISCUSSION

ENSURING EFFECTIVE GOVERNANCE
THROUGH ESTABLISHED PROCEDURAL
STANDARDS

Why Rules of Procedure Matter

They promote **fairness and consistency** by ensuring all members, the presiding officer, and the public understand how decisions are made and how participation is managed.

They increase **transparency and public trust** by providing clear, predictable processes that align with state law and accepted best practices.

They support **efficient and defensible decision-making** by reducing confusion, minimizing procedural disputes, and helping boards focus on the substance of their work rather than the process.

Review Process

Review of UNC School of Government (SOG) Models

- The UNC School of Government develops model rules aligning with state law to reduce legal risk and support orderly meetings.

Assess Draft Landis Rules Alignment

- Reviewing Landis Rules through the SOG framework helps ensure compliance with public administration standards and legal requirements.

Today's Discussion Framework

Share Purpose & SOG Alignment Results for Context

Review Each Proposed Rule for Clarity

Discuss Proposed Changes or Modifications

Post-Meeting: *Revise Rules (as needed). Consider in April*

Applicability of the Rules (Section 1)

Purpose of the Section

- Establishes when and to whom the Rules of Procedure apply, ensuring consistent governance across all official Board actions.

Alignment with SOG Standards

- Consistent with SOG model language

Discussion Question

- Does the applicability statement clearly capture every setting where the Board should be operating under formal procedure?

Meeting Types and Notice Requirements (Section 2 Rules 1-2)

Purpose of the Section

- Rule 1: Provides predictability and transparency by setting a regular, publicly known meeting schedule for conducting Town business.
- Rule 2: Defines how and when the Board may meet outside the regular schedule, while protecting transparency, notice, and public access.

Alignment with SOG Standards

- Consistent with SOG model language for meeting types and noticing requirements

MEETINGS AND NOTICE

DOES THE SCHEDULE-AND-POSTING APPROACH WORK OPERATIONALLY FOR THE BOARD AND THE PUBLIC (TIMING, LOCATION, ACCESSIBILITY)?

DO THE SPECIAL MEETING NOTICE AND "ONLY NOTICED ITEMS" LIMITS PROVIDE ENOUGH FLEXIBILITY WHILE PROTECTING TRANSPARENCY?

ARE THE RECESSED MEETING RULES CLEAR ENOUGH THAT EVERYONE UNDERSTANDS WHEN NOTICE IS (AND ISN'T) REQUIRED?

Board Leadership Structure (Rule 3)

Purpose of the Section

- Ensures an orderly transition after elections and clearly establishes Board leadership and presiding authority.

Alignment with SOG Standards

- Consistent with SOG model language for organizational meeting timing and sequence, presiding/voting structure for mayor and mayor pro-tem

Agenda Management (Rule 4)

Purpose of the Section

- Structures how business comes before the Board so members and the public can prepare, understand, and follow decisions.

Alignment with SOG Standards

- Consistent with SOG model language
- Missing element: rules for consent agenda

For example: process to request an item moved from the consent agenda; items on the consent agenda must be voted on and adopted by a single motion, etc.



Agenda Management (Rule 4)

Agenda Preparation Responsibility

The Town Manager is responsible for preparing the agenda and packet before the meeting.

Advance Distribution

Agendas and packets must be distributed to Board members in advance for review.

Public Availability and Transparency

Meeting agendas must be publicly available prior to meetings to ensure transparency.

Agenda Adoption and Amendments

Agendas are adopted by majority vote and may be amended except for special meeting additions.

AGENDA PREPARATION AND ADOPTION

**DO THE AGENDA PACKET TIMING AND
AMENDMENT RULES GIVE THE BOARD
ENOUGH FLEXIBILITY WHILE SUPPORTING
PUBLIC TRANSPARENCY?**

Petition of Citizens - Public Participation (Rule 5)

Purpose of the Section

- Guarantees the public an opportunity to address the Board while maintaining order, fairness, and meeting efficiency.

Alignment with SOG Standards

- Consistent with SOG model language - balancing public access with meeting order

Discussion Question

- Does this public comment structure provide fair access while keeping meetings orderly and efficient?

Order of Business (Rule 6)

Purpose of the Section

- Creates a logical, predictable flow for meetings while allowing flexibility when needed.

Alignment with SOG Standards

- Consistent with SOG model language

Discussion Question

- Does this order of business reflect how Landis prefers to conduct meetings—or should the order be adjusted?

Presiding Officer (Rule 7)

Purpose of the Section

- Clarifies who manages the meeting and ensures fair debate, orderly conduct, and consistent application of rules.

Alignment with SOG Standards

- Consistent with SOG model language: early agenda adoption

Discussion Question

- Do these presiding officer authorities and the appeal process strike the right balance between order and shared governance?

Parliamentary Structure (Rules 8-11): ***Guides how the meeting is presided over***

Purpose of the Section:

- Rule 8: Establishes that the Board acts collectively and formally, not through informal discussion or individual direction.
- Rule 9: Ensures that proposals brought forward have at least minimal support before consuming Board time.
- Rule 10: Prevents confusion and keeps Board deliberations focused and understandable.
- Rule 11: Distinguishes between policy decisions and procedural actions to preserve orderly debate.

Alignment with SOG Standards

- Consistent with SOG model language

Parliamentary Structure (Rules 12-15)

Purpose of the Section

- Rule 12: Defines how decisions are made and recorded, reinforcing democratic decision-making and accountability.
- Rule 13: Allows flexibility in voting methods while maintaining transparency and an auditable public record.
- Rule 14: Promotes fair participation by all Board members and balanced discussion before decisions are made.
- Rule 15: Allows the Board to formally approve prior actions taken on its behalf to ensure legal clarity and accountability.

Alignment with SOG Standards

- Generally consistent with SOG model language
- Rule 13: SOG's procedural guidance emphasizes transparent voting outcomes and clear minutes. Many SOG adapted municipal rules treat written ballots cautiously and often reserve them for limited contexts to reduce ambiguity.

Parliamentary Structure (Rules 16- 19)

Purpose of the Section

- Rule 16: Provides a clear, limited toolbox for managing meetings efficiently and resolving procedural questions without confusion
- Rule 17: Balances finality with flexibility by allowing issues to be revisited when circumstances change.
- Rule 18: Permits refinement of proposals and prevents unnecessary votes when consensus is lacking.
- Rule 19: Reinforces Board members' responsibility to participate in decisions and ensures a clear public record.

Alignment with SOG Standards

- Consistent with SOG model language

Conflict of Interest (Rule 20)

Purpose of the Section

- Rule 20: Protects the integrity of Board decisions by requiring disclosure, avoidance of self-interest, and compliance with law..

Alignment with SOG Standards

- Consistent with SOG model language - emphasizes that procedural rules should reinforce ethical decision-making, conflicts disclosure, and compliance with state law

Discussion Question

- Are the expectations for disclosure and recusal clear enough that Board members will feel confident applying them in real time?

Closed Session (Rule 21)

Also Rule 16 Motion 6 & Motion 7

Purpose of the Section

- Rule 21: Allows confidentiality via a closed session only when legally permitted, while safeguarding transparency and proper process.

Alignment with SOG Standards

- Consistent with SOG model language - emphasizes clear motion language, permissible purposes, and careful record management.

Discussion Question:

- Do these closed-session steps provide sufficient clarity so that the Board stays consistently within lawful purposes and process?

Quorum (Rule 22)

Purpose of the Section

- Rule 22: Defines the minimum participation required to ensure that Board actions are legitimate and representative.

Alignment with SOG Standards

- Consistent with SOG model language

Discussion Question:

- Should Landis add an explicit remote/electronic participation rule? And if so, clarify that remote attendance does not count toward quorum or voting.

Public Hearing (Rule 23)

Purpose of the Section

- Rule 23: Establishes a fair and orderly process for receiving public input on matters requiring or benefiting from formal hearings.

Alignment with SOG Standards

- Consistent with SOG model language - emphasizes clear hearing parameters to ensure fairness, manage time, and preserve public access.
- Does not distinguish between “legislative public hearings” from “quasi judicial hearings” the procedures

Public Hearing (Rule 23) - Distinguish “legislative public hearings” from “quasi judicial hearings” ?

The UNC School of Government consistently emphasizes:

- Boards must identify the type of hearing before it begins
- Procedures should match the Board’s legal role
- Rules of Procedure should either: distinguish procedures between hearing types, or reference separate quasi-judicial procedures

Definitions

- Legislative public hearings are held when the Board is making policy or setting rules that apply generally to the community.
 - Examples: budget adoption, ordinance adoption
- Quasi-judicial hearings are held when the Board is applying existing law to a specific property, person, or situation, similar to how a court operates.
 - Examples: Conditional/special use permit, variances, administrative appeals

Minutes (Rule 24)

Purpose of the Section

- Rule 24: Creates an official, accurate public record of Board actions and decisions.

Alignment with SOG Standards

- Consistent with SOG model language - clear action protect the integrity of board action.

Discussion Question

- Do the minutes requirements (especially vote recording and closed-session minute review) reflect the Board's expectations for transparency and recordkeeping?

Appointments & Committees (Rules 25 & 26)

Purpose of the Section

- Rule 25: Ensures appointments to boards and committees are made transparently, fairly, and in compliance with state law.
- Rule 26: Clarifies how advisory and working bodies are formed and ensures open-meetings compliance where required.

Alignment with SOG Standards

- Consistent with SOG model language - transparency

Appointments & Committees (Rules 25 & 26)

Purpose of the Section

- Rule 25: Ensures appointments to boards and committees are made transparently, fairly, and in compliance with state law.
- Rule 26: Clarifies how advisory and working bodies are formed and ensures open-meetings compliance where required.

Alignment with SOG Standards

- Consistent with SOG model language - transparency

Amendments & Use of Roberts Ryles (Rules 27 & 28)

Purpose of the Section

- Rule 27: Provides a structured way for the Board to update its procedures intentionally and transparently.
- Rule 28: Supplies a procedural backstop for uncommon situations while keeping North Carolina law and local rules primary.

Alignment with SOG Standards

- Consistent with SOG model language - supports a mechanism for the board to evolve its procedures intentionally and transparently.
- Robert's Rules functions as a backstop—not the primary operating manual