



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **2024 Board of Commissioners Meeting Schedule**

Board Meeting Date: **December 11, 2023**

Prepared By: **Alissa Fender – Town Clerk**

Overview: NCGS 160A-71 provides that the Board establishes a time and place for its regular meetings. The 2024 meeting schedule has been prepared based on the Town's Administrative Policy 1F which states that the Board of Commissioners meeting dates fall on the 2nd and 4th Monday of each month. Once adopted, the meeting schedule will be posted on the bulletin board outside the Administrative Offices at Town Hall and on the Town website.

At its December 11, 2023, meeting, the board voted to change the board meeting date and time to 6:00 pm on the first and third Thursday of the month. A meeting scheduled is provided for review. The schedule does not include the first July meeting because it falls on the July 4th holiday. Please note the second meeting of January will be held on the third Tuesday instead due to a known schedule conflict identified at the December 11, 2023, board meeting.

Due to the change in day and time, the Town Code Chapter 30.25 and Board of Commissioners Policy 1 requires updating to be consistent.

Background Attachment(s):

1. 2024 Meeting Schedule
2. Ordinance 2023-O13
3. Board of Commissioners Policy 1 – Regular Meetings

Recommended Action:

1. Adopt the 2024 meeting schedule.
2. Approve Ordinance 2023-O13 amending Town Code Chapter 30.25 Regular Meetings.
3. Approve Amendment to Board of Commissioners Policy 1 - Monthly Meetings.

Action: _____
