



**Town Council
Local Rules for Meetings**

Basics:

1. All speakers should address the Chair to be recognized
2. Each Council member gets a chance to speak on a subject before a member gets to speak a second time on the same subject. No member is allowed to interrupt another member while they are speaking.
3. Direct questions to the Chair. If the Chair can't answer them, he/she should ask Council or staff for assistance.
4. Avoid personalities; stay on subject; state any motion in an affirmative manner
5. Meeting participation outside of Public Comment Periods is limited to Council and recognized individuals (be it staff, hired contractors/consultants, or specific members of public asked to speak on a topic for the good of the Council).

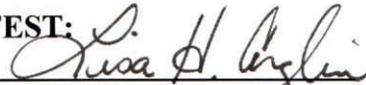
How to handle Agenda Items:

1. Chair should give brief explanation of the agenda item as an introduction to the topic. Council then can proceed in one of two manners:
 - a. Propose a motion on the topic. If seconded, discuss as needed and then vote. (Typically used for consent or non-controversial topics).
 - b. Discuss a topic first. Once Council has the desired background and feels prepared, accept a motion on the topic. If seconded, discuss further as needed and then vote.

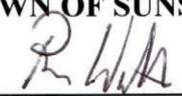
Motions-four general types:

1. **Main** motions-introduce subjects to the Council. One main motion cannot be made while another is pending. They yield to the next three types.
2. **Subsidiary** motion-change or affect how the main motion is handled; they are voted on before the main motion.
3. **Privileged** motion-is most urgent. They concern special or important matters not related to pending business (example: someone can't hear the discussion; can we raise/lower the heat in the room, etc).
4. **Incidental** motions-are questions of procedure that arise from other pending motions. These must be considered before other motions.
5. If a motion receives a second, it must be considered. Ask for any discussion, and then call for vote. Voting may be done by voice if there appears to be a clear consensus on a topic; vote by hand or roll call if there is close division on a topic.

Adopted 2nd day of December, 2013

ATTEST: 
Lisa H. Anglin, Town Clerk



TOWN OF SUNSET BEACH

Ronald Watts, Mayor



**Rules for the
Public Comment Periods**

1. Each speaker is limited to 3 minutes. Chair will inform speaker when time is up.
2. Individuals are allowed to speak once per public comment period.
3. Comments are to be directed toward the full Council, not individual members.
4. These periods are not intended to serve as discussions between a speaker and Council.

Chair is responsible for enforcing these local rules as part of his/her duties for running each meeting.

Adopted 2nd day of December, 2013

TOWN OF SUNSET BEACH

Ronald Watts, Mayor



ATTEST:

Lisa H. Anglin, Town Clerk