

Section I:	Administration
Title:	Agenda Development
Chapter:	DSS Board
Current Effective Date:	09/21/16
Revision History:	09/21/16
Original Effective Date:	09/21/16

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## **14.0 INTRODUCTION**

### **14.1 Overview**

Moore County Department of Social Services (MCDSS) has established procedures for developing the DSS Board Meeting Agenda. This is a process whereby individuals may request to be included on the Agenda at the monthly DSS Board Meetings. The responsibility for Agenda development is between the Board members and the Director of MCDSS.

### **14.2 Policy**

This procedure follows those developed by the Moore County Board of Commissioners.

### **14.3 Purpose**

To establish a uniform process by which individuals may address the DSS Board during a regularly scheduled, monthly meeting.

### **14.4 Process**

The director of Moore County Department of Social Services serves as the secretary of the Board of Social Services. The secretary has administrative oversight in preparing the agenda for the monthly meetings of the Moore County Board of Social Services.

The Board may, by majority vote, add an item that requires immediate action to the agenda of a regularly-scheduled monthly meeting.

Any individual or group that wishes to have an item of business placed on the agenda shall make a request to the Secretary no later than two (2) weeks or 10 working days prior to the next scheduled meeting. The request must be submitted in writing and must state the nature of the matter so that the Secretary or appropriate staff can respond to the area of concern. The written request may be delivered to the secretary at Moore County Department of Social Services, 1036 Carriage Oaks Drive, Carthage, NC 28327. The request may be mailed to the secretary at P.O. Box 938, Carthage, NC 28327. Mailed requests must be received no later than two weeks prior to the next scheduled meeting.

If appropriate, the Secretary may resolve a citizen's concern without bringing it to the attention of the full Board. If this is not appropriate, the Secretary will forward the request to the Board Chair who will determine whether the individual or group should be placed on the agenda. If the request to address the Board is approved, the Chair and the Secretary shall determine the date when the individual or group shall be scheduled to address the Board.

MOORE COUNTY DEPARTMENT OF SOCIAL SERVICES POLICIES AND PROCEDURES

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In general, speakers are asked to limit their remarks to ten minutes. Any member of the Board may recommend allotment of additional time as needed to resolve the issue.

Elected, appointed, and *ex officio* members of the Board may address the speaker to confirm details or clarify issues being considered.

*Adopted on the 2th day of July 2016 by a 5/5 vote of the Moore County Board of Social Services.*