

**A RESOLUTION RELATIVE TO THE ORGANIZATION OF,  
AND THE PROCEDURES FOR, THE DISPOSITION OF BUSINESS  
DURING THE MEETINGS OF THE  
GRIFFIN-SPALDING AREA TRANSPORTATION COMMITTEE**

WHEREAS, well-organized meetings allow a Griffin-Spalding Area Transportation Committee to reach decisions in a fair and efficient manner, and,

WHEREAS, parliamentary procedure is the framework for organizing and conducting meetings; and,

WHEREAS, a parliamentary procedure provides the rules by which a board debates an issue and then comes to a decision.

NOW, THEREFORE, BE IT RESOLVED that all meetings of the Griffin-Spalding Area Transportation Committee shall be conducted in accordance with the provisions of this Resolution relative to organization of its meetings and procedures for the disposition of its business during those meetings.

**ARTICLE 1. MEETINGS ORGANIZATION**

**Section 1-01. Open Meetings.** All meetings of the Griffin-Spalding Area Transportation Committee shall be held in accordance with the provisions of Open and Public Meetings Law, 50-14-1 et seq. of the Official Code of Georgia Annotated (O.C.G.A.).

**Section 1-02. Public Access to Meetings.** The public shall at all times be afforded access to all meetings other than closed meetings.

**Section 1-03. Quorum.** A quorum must be present for conducting meetings of the board. A quorum is a majority of all of the members of the board then in office. It is the duty of the chairman to enforce this rule. Any committee member may raise a point of order directed to the chairman if he believes that a quorum is not present. If, during the course of a meeting, a committee member leaves and a quorum no longer exists, the meeting cannot continue. If a quorum is not attained within thirty minutes, the meeting will be rescheduled by the chairman with the approval of the committee members present.

**Section 1-04. Voting Majority.** Motions may be made for any item on the agenda, except those items which are raised during the "Report of Committee Members" Section of the agenda. Passage of a motion shall require the affirmative vote of a majority of committee members present and voting at a meeting at which a quorum is present. Unless otherwise specified in these procedures, a majority shall mean more than ½ of the committee members present. Where

a 2/3-majority vote is specified, a majority vote shall mean at least 2/3 of the committee members present.

**Section 1-05. Abstentions.** A committee member shall vote on all motions unless he has a conflict of interest that would prevent him from making a decision in a fair and legal manner. If a conflict of interest does exist, the committee member shall explain for the record his decision to abstain on any vote.

**Section 1-06. Chairman.** The committee shall select a chairman from the board members at the beginning of each state calendar year beginning January 2006. The chairman of the Griffin-Spalding Area Transportation Committee is responsible for the orderly conduct of the meeting. In order to fulfill this duty, the chairman must enforce the rules of procedure that are adopted by the Griffin-Spalding Area Transportation Committee. The chairman shall be impartial and conduct the meetings in a fair manner; however, nothing in these rules shall be construed to prevent the chairman from making or seconding a motion, or from participating in any debate. The chairman is eligible to serve successive terms as chairman.

**Section 1-07. Vice Chairman.** The committee shall select a vice chairman from the board members at the beginning of each state calendar year beginning January 2006. The vice chairman shall fulfill the duties of the chairman if the chairman is not in attendance. The vice chairman is eligible to serve successive terms as vice chairman.

If the chairman and the vice chairman are absent and a quorum is present, the remaining committee members shall select a committee member to serve as temporary chairman of the meeting until either the chairman or vice chairman is present at the meeting.

**Section 1-08. Membership.** Membership of the Griffin-Spalding Area Transportation Committee shall be fixed as previously agreed to by the Board of Commissioners for the City of Griffin and the County of Spalding. Membership shall be constituted as follows: Two commissioners selected among the City of Griffin Board of Commissioners; two commissioners selected among the Spalding County Board of Commissioners; two general appointments made by the City of Griffin Board of Commissioners; two general appointments made by the Spalding County Board of Commissioners; the City Manager of Griffin; the County Manager of Spalding County; one department head or other appointed official representing the City of Griffin; one department head or other appointed official representing the County of Spalding; the Executive Director of the Griffin-Spalding Chamber of Commerce; the Executive Director of the Griffin-Spalding Development Authority; and an official designated by the Griffin-Spalding School System.

Furthermore, the Executive Director of the McIntosh Trail Regional Development Center; two representatives selected among the City of Griffin's fire service and law enforcement personnel; two representatives selected among Spalding County's fire service and law enforcement personnel; and one or more representatives as designated by the Georgia Department of Transportation shall serve as ex-officio members.

Members shall be appointed for an entire term of service, which shall be one year, except when an interim appointment is made to fill a vacancy created by the death, resignation or discharge of a committee member. The original appointing authority shall make interim appointments. In the event an interim appointment is made, the new member's term shall be for the balance of the unexpired term of the vacating member.

The membership shall elect among itself a committee secretary by majority vote at the beginning of each state calendar year, beginning January 2006. The committee secretary shall act as the custodian of files, documents, and pertinent records held by the Griffin-Spalding Area Transportation Committee. The committee secretary shall also direct the preparation of all required notices, agendas and meeting minutes associated with the proceedings of the Committee, subject to direction by the chairman and committee membership. The committee secretary shall be eligible to serve successive terms.

**Section 1-08-01. Attendance.** Any member with three consecutive unexcused absences may be replaced (all inclusive, regardless of position).

**Section 1-08-02. Alternates.** Should the person designated by the original resolution not be able to serve, he or she shall be allowed to appoint an approved, permanent alternate.

**Section 1-09. Agenda.** The committee secretary, with the advice of the chairman and the committee members, shall prepare an agenda of subjects to be acted on for each meeting. The agenda shall be made available to the committee members at least one business day before every board meeting.

Any request to be placed on the agenda for any regular meeting, including supporting documentation, must be received by the committee secretary on or before 5:00 p.m. on the tenth business day that precedes the regular meeting.

The order of the agenda may be changed during a meeting by a majority vote of the board. A new subject that requires urgent attention may be added to the agenda during a meeting by a 2/3-majority vote of the board.

**Section 1-10. Reserved.**

**Section 1-11. Adoption of Minutes.** The secretary to the committee shall promptly record the minutes for each board meeting. The minutes serve as the official written record of the board meeting and shall be open for public inspection once approved as official by the board but in no case later than immediately following the next regular meeting of the board. The minutes shall specify the names of committee members present at the meeting, a description of each motion or other proposal made at the meeting, the committee member who proposed each motion, the committee member who seconded each motion, and a record of all votes. In the case of a roll-call vote, the name of each committee member voting for or against a proposal shall be recorded. It shall be presumed that a committee member has voted in the affirmative unless the minutes

show otherwise. More detailed information may be included in the minutes at the request of the board.

The board must approve the minutes before they can be considered as an official record of the board. A copy of the minutes from the previous meeting shall be distributed to the committee members at least one business day before the following meeting. The minutes of the previous meeting shall be corrected and approved by the board at the beginning of each meeting. A majority vote is required for approval. Conflicts about the content of the minutes shall be decided by majority vote. Upon being approved, the minutes shall be signed by the chairman and attested to by the secretary of the Griffin-Spalding Area Transportation Committee.

**Section 1-12. Order of Business.** All regular board meetings should follow an established order of business. The order is as follows:

- I. Opening (Call to Order)*
- II. Presentations, Proclamations and Recognitions*
- III. Public Comments*
- IV. Adoption of Minutes*
- V. Old Business*
- VI. New Business*
- VII. Report of Chairman*
- VIII. Report of Committee Members*
- IX. Adjournment*

**Section 1-13. Decorum.** All committee members should conduct themselves in a professional and courteous manner. All remarks should be directed to the chairman rather than to individual committee members, staff or citizens in attendance. Personal remarks are inappropriate.

A committee member should not speak at a meeting until the chairman has recognized him. All comments made by a committee member shall address the motion or item being discussed.

The chairman shall enforce these rules of decorum. If a committee member believes that a rule has been broken, he can raise a point of order. A second is not required. The chairman can rule on the question or he can allow the board to debate the issue and decide the issue by a majority vote.

**Section 1-14. Public Participation.** Public participation in meetings of the Griffin-Spalding Area Transportation Committee shall be permitted in accordance with the provisions of this section.

**1-14-01. Reserved.**

**1-14-02. Public Comments.** The third agenda item shall be reserved for comments from citizens who did not ask to be placed on the agenda. These individuals will be

allotted five (5) minutes to make their comments relative to matters pertinent to the jurisdiction of the Griffin-Spalding Area Transportation Committee.

Prior to the recognition of any citizen for comments related to the citizen comment or public comment section of the agenda, the chairman shall read the following statement:

“Let me welcome those of you in the audience who have taken the time to attend our meeting. At this time, I will recognize those citizens who have asked to be placed on the agenda and subsequently any member of the public who desires to address the board. After those citizens who have been placed on the agenda have completed their comments, I will open the floor to comments from the audience, beginning on my right. If you wish to address the board, please raise your hand to be recognized, come to the podium, state your name and address for the record. All speakers who are recognized will be allotted five (5) minutes. No speaker will be permitted to speak more than five (5) minutes or more than once, unless the board votes to suspend the rules.

We look forward to your comments and in no way mean to diminish anyone’s right to speak freely, to advise us about an issue of community interest, to let us know how you feel about a matter that is under consideration, or to request that we address some problem that you have experienced with a department or agency under our control. However, we do ask that you make your comments as brief as possible and confine your comments to matters pertinent to our jurisdiction.

Please direct your remarks to the board and not to individual committee members or to the audience. Personal disagreements with individual committee members are not a matter of public concern, and personal attacks will not be tolerated. Consequently, the chairman has the right to limit your comments in the interest of disposing of the Committee’s business in an efficient and respectable manner.”

**Section 1-14-03. Public Participation on Agenda Items.** By a majority vote, the board may allow public comment on an agenda item at the time the item is being considered by the board. These comments must be limited to the subject that is being debated. Members of the public may speak for five (5) minutes and may only speak once. These limits can be waived by a majority vote of the board. Anyone wishing to speak at any board meeting must be recognized by the chairman before addressing the board.

**Section 1-14-04. Decorum.** Members of the public shall not make inappropriate or offensive comments at a board meeting and are expected to comply with the rules of decorum that are established for committee members. Individuals who violate any rules of the board may be ruled out of order by the chairman or on a point of order made by a committee member. A majority vote of the board will rule on the point of order. An

individual who violates the rules of decorum may be removed from the meeting at the direction of the chairman.

**Section 1-14-05. Public Hearings.** The board may schedule public hearings on the first Wednesday of the month for the purpose of soliciting public comment on any subject of interest to the board. The time and place for any and all public hearings will be determined by the Board in accordance with the Open and Public Meetings Law, codified at O.C.G.A. 50-14-1 et seq.

**Section 1-15. Parliamentarian.** The committee secretary shall serve as the parliamentarian for the meetings.

**Section 1-16. Amendments to Rules.** Any amendments to the rules of order must be submitted by a committee member in writing to the committee secretary on or before 5:00 p.m. on the tenth business day that precedes the meeting of the board. The proposed amendment shall be included in the agenda for that meeting and distributed to all board members. All amendments require a 2/3-majority vote of the board to be adopted.

**Section 1-17. Regular Meetings.** Regular meetings of the Griffin-Spalding Area Transportation Committee shall be held at 1:30 p.m. on the third Wednesday of odd-numbered (alternating) months. A notice containing the foregoing information shall be posted and maintained in a conspicuous place available to the general public at the regular meeting place of the board.

**Section 1-18. Special Meetings and Rescheduled Regular Meetings.** A regular meeting may be canceled, rescheduled or moved to a new location within the county by the chairman for any reason. Other special meetings may be scheduled by the chairman or at the request of five (5) committee members. Whenever a rescheduled regular meeting, or any other special meeting, is to be held at a time or place other than the regularly scheduled time or place, written notice of the change shall be posted for at least 24 hours at the place of the regular meetings. In addition, the committee secretary shall give written or oral notice at least 24 hours in advance of the meeting to each member of the committee.

**Section 1-19. Emergency Meetings.** When emergency circumstances occur, the committee may hold a meeting with less than 24 hours' notice to the public. When such meetings are to be held, the secretary shall provide notice to each member of the committee as soon as possible. The notice shall include the subjects expected to be considered at the meeting. In addition, the minutes shall reflect the reason for the emergency meeting and the nature of the notice given to the media.

**Section 1-20. Closed Sessions.** Closed meetings of the board may be held for the purpose of conducting business excepted from public access requirements as authorized by 50-14-1 et seq. of the Official Code of Georgia Annotated. Where a meeting of the board is devoted in part to matters within the authorized exceptions to public access requirements, any portion of the meeting not subject to any such exceptions shall be open to the public. No closed meeting shall be held except pursuant to a majority affirmative vote of the Griffin-Spalding Area Transportation Committee taken in a public meeting.

The minutes of the open meeting shall reflect the names of the committee members present, those voting for the closed meeting and the specific reasons for the closed meeting. Minutes of the closed meetings are maintained by the secretary in a confidential file and are only available for public inspection as may be required by 50-14-1 et seq. and their rules.

**Section 1-21. Suspending the Rules of Order.** Rules of order may be suspended. A motion to suspend the rules requires a second, is debatable and requires a 2/3-majority vote of the board. Rules governing quorum (Section 1-03), voting methods and requirements (Section 1-04 and Section 1-05), the notification to committee members of meetings (Section 1-17 and Section 1-19) and rules necessary for compliance with state law cannot be suspended.

**Section 1-22. Committees.** The chairman, with the concurrence of the board, may create committees of members of the board to study any issue before the board. Any such committees may make recommendations to the Griffin-Spalding Area Transportation Committee but no committee shall be empowered to make any final decision on any matter before it for consideration. In addition to board members, committees may include other county officials, staff or citizens at large. Whenever a committee is created, its duties, any limitation on the scope of its duties, and the times, places and periods of time for which the committee may operate shall be determined by the chairman with the concurrence of the board. The chairman shall serve as an ex-officio member of all committees.

**Section 1-23. Visual and Sound Recordings.** Visual, sound, and visual and sound recordings shall be permitted for all public meetings.

**Section 1-24. Reference to Robert's Rules of Order.** To the extent not provided for in, and not conflicting with the spirit of, these rules, the chairman shall refer to Robert's Rules of Order to resolve procedural questions.

**Amended this, the 18<sup>th</sup> day of May, 2005.**

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Doug Hollberg  
Chairman

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Teresa A. Watson  
Secretary to the Committee