

# County Commission of Raleigh County



116 ½ North Heber Street  
Beckley, West Virginia 25801-4522



## RALEIGH COUNTY COMMISSION RULES FOR CONDUCTING PUBLIC MEETINGS

### Section 1: General

- 1.1 Scope This rule governs the public meetings of the Raleigh County Commission
- 1.2 Authority West Virginia Code 6-9A-1.7 and 7-1-2  
West Virginia Ethics Commission
- 1.3 Effective Date January 3, 2023

### Section 2: Sessions

- 2.1.1 The Raleigh County Commission shall meet on the 1<sup>st</sup> Tuesday of January each year to set the date, time and place of its regularly scheduled meetings except when the 1<sup>st</sup> Tuesday is a holiday, then the meeting shall be the 2<sup>nd</sup> Tuesday of January. The public and the news are to be notified of each such meeting.
- 2.1.2 In the event that a special meeting is necessary, the public and news media are to be notified at least forty-eight (48) hours prior or two days, excluding Saturdays, Sundays, legal holiday and the day of the meeting. The notice shall include the purpose of the meeting, or a meeting agenda will be included.
- 2.1.3 In the event of an emergency that requires immediate official action, it will not be necessary to notify the public or the news media; however, a notice shall be issued stating the date, time, place and purpose of the meeting and an explanation of the facts and circumstances of the emergency which justify taking immediate action. The notice shall be publicly posted and distributed in the same manner as a regular special meeting.
- 2.1.4 The Raleigh County Commission shall meet in regular session on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. The Raleigh County Commission shall also conduct staff meetings every Tuesday of the month at the designated hour.

### Section 3: Agenda

- 3.1.1 The Raleigh County Commission shall make available to the public and the news media an Agenda at least three (3) days in advance of a meeting.
- 3.1.2 The three (3) day notice period is calculated by excluding the day of the meeting as well as any preceding day that falls on a holiday, Saturday or Sunday.

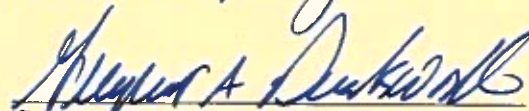
- 3.1.3 The Agenda shall be posted at the Courthouse on the door of the Office of the County Commission and the County Commission's website ([www.raleighcounty.org](http://www.raleighcounty.org)) at close of business on Wednesday should the meeting be on a Tuesday.
- 3.1.4 The Agenda may be amended up to two (2) days before the meeting. Any amended agenda will be made available to the public and news media in the same manner as the original agenda.
- 3.1.5 Matters that come up after the deadline for issuing an agenda has passed must be held over to the next meeting unless an emergency arises which require immediate official action by the County Commission.
- 3.1.6 Except for emergencies, the County Commission may not take official action on a matter that is not on the meeting agenda. A matter raised in a public comment period that is not on the agenda, may be considered by the County Commission only to determine if it should be placed on the agenda of a subsequent meeting for official action.
- 3.1.7 Each agenda shall contain a period for public comment. Anyone wishing to address the County Commission must register fifteen minutes prior to the time of the scheduled meeting.

#### **Section 4: Conducting Meetings**

- 4.1.1 The meetings of the Raleigh County Commission will be conducted in accordance with the Roberts Rule of Order.

  
David L. Tolliver, President

  
Linda K. Epling, Commissioner

  
Gregory A. Duckworth, Commissioner