

**PERRY COUNTY SENIOR SERVICES TAX COMMISSION  
POLICY**

**Draft No. 08-01**

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**BOARD MEETINGS**

**A. Unless otherwise indicated, the regular meeting of the Board shall occur on the second Wednesday of January, April, July, October, and November at 3:00 P.M. in the Perry County Administration Annex 911 meeting room (basement). A schedule of Board meetings shall be published on the Public Notice bulletin board of the Perry County Administration Building at least 2 weeks prior to the Board Meetings, unless circumstances preclude the advance time for prior posting.**

**B. The Order of Business for Commission meetings shall be as follows:**

- 1. Approval of the Agenda**
- 2. Statements by Public**
- 3. Proceedings of the previous meetings shall be read and the minutes approved.**
- 4. Treasurer Report**
- 5. Reports of Officers and Committee Reports**

**All such reports shall be accepted and approved by the Board.**

- 6. Petitions, requests, complaints and communications from the public**
- 7. New Business**

- 8. Review and payment of bills, grants, requests, invoices and expenses**
- 9. Old Business**
- 10. Closed Session vote and business**
- 11. Any Other Business**
- 12. Adjournment.**

**C. No business shall be taken up, except in the class in which it belongs, unless by unanimous consent of the Board.**

**D. All meetings of the Board shall comply with Chapter 610 RSMo. (Missouri Sunshine Law).**

**E. It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural and to encourage free discussion and to promote group thinking and action.**

**F. The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the Board not allow any interference with their diligent attention to their affairs. For this reason the Board will only hold discussion on items that have been properly placed on the agenda. Exceptions will only be made by unanimous consent of the members present.**

**G. The Board shall allot a portion of the meeting for members of the community to speak for a maximum of three minutes on items that are not on the agenda. Statements may not be directed at any individual Board member but rather shall be directed to the Board as a whole. This portion of a regular meeting, "statement by public", shall not exceed twenty minutes in total unless**

**waived by a majority vote of the Board members present.**

**H. The Board may adjourn sine die (without a day specified for a future meeting) any regular meeting at which there is no quorum present or that runs more than two hours in length. Extension of the meeting beyond this time frame shall require a majority vote of those members present.**

**I. All meetings shall be governed by Roberts Rules of Order.**

**Policy Adopted: Perry County Senior Services Tax Commission**

**Date: December 04, 2017**

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