

### **13 NCAC 07A .0508      CONTENTS OF NOTICE**

- (a) Notices of meetings shall describe fully or summarize adequately the agenda.
- (b) The notice shall announce that the meeting is open to the public.
- (c) The notice shall indicate that interested persons have an opportunity to file statements in written form with the council. The notice shall specify when the statements are to be filed with the council.
- (d) In the discretion of the chairman of the meeting, oral statements may be made before the council by interested persons, according to the following guidelines, after taking into consideration, the number of persons in attendance, the nature and extent of their proposed individual participation, and the time, resources, and facilities available to the council:

- (1) Any citizen who has something of interest for presentation to the council shall be permitted to present this matter before the council at a regular council meeting.
- (2) Any items for consideration by the council shall be submitted to the council in writing at least seven days prior to a regularly scheduled meeting requesting time before the council and a brief outline of the subject matter to be presented for the council's consideration. A suggested time limit of 15 minutes shall be set by the council but the council shall have the right to allow extensions of time as required. All technical matters should be accompanied with supplementary documents at the time of formal presentation for the council members information and guidance. The seven days advance notice assumes that a public notice of the council meeting will be made at least 14 days prior to the council meeting.
- (3) Equal time shall be provided for rebuttal to any proposed matter before the council when requested in the same procedure as indicated in (2) of this Subsection for the original presentations. The rebuttal can of course be presented at the next regular meeting of the council after the original presentation is submitted.
- (4) The chairman of the advisory council shall reply to any request for action giving the results of the council's decision whether positive or negative and the chairman shall also keep petitioners advised of the status on an interim basis if the decision extends over a reasonable period of time.
- (5) At the end of any regular council meeting, time permitting, general comments from members of the public in attendance will be welcome with time limits being set at the chairman's discretion.
- (6) A public proposal is defined as one received from an individual who is not an employee of the North Carolina Department of Labor or an active member of the advisory council.
- (7) These policies and procedures may be amended by a majority vote of the membership of the council.

*History Note:*      *Authority G.S. 95-134;*  
*Eff. February 1, 1976;*  
*Readopted Eff. September 30, 1977;*  
*Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016.*