

**RESOLUTION NO. 24/17**

**A RESOLUTION OF THE COMMISSIONERS OF OXFORD TO  
AMEND THE RULES FOR CONDUCT AT COMMISSION  
MEETINGS**

WHEREAS, Section 3C-4 of the Oxford Town Charter provides, "All meeting [meetings] of the Commissioners shall be open to the public, and the rules of the Commissioners shall provide that residents of the Town shall have a reasonable opportunity to be heard at any meeting in regard to any municipal question"; and

WHEREAS, Section C3-7 of the Charter provides, "The Commission shall determine its own rules and order of business", and

WHEREAS, historically, the Commission has encouraged the public to attend and observe the proceedings and has provided on the meeting agenda, a time at the end of each meeting of the Commissioners for "public comment"; and

WHEREAS, the public is encouraged to communicate with the Commissioners prior to any meeting by letters and emails any comments and/or questions at any time; and

WHEREAS, in the recent past members of the public have sought to make comments and ask questions during times other than the time designated for public comment at end of the Commissioner's meeting; and

WHEREAS, allowing sporadic comments and questions during the time when the Commissioners are conducting the public business is disruptive and prevents the Commissioners from conducting efficient and fair meetings; and

WHEREAS, although photographing and videotaping of meetings is permitted, such actions can be a distraction to the general audience.

NOW, THEREFORE, the Commissioners of Oxford hereby adopt the following rule regarding participation in by the general public in open meetings of the Oxford Town Commissioners.

***PUBLIC PARTICIPATION IN MEETINGS OF THE OXFORD COMMISSIONERS***

1. At any open meeting on the Oxford Town Commissioners, the general public is invited to attend and observe.
2. Except as provided below and except in instances when the Commissioners of Oxford expressly invite public testimony, questions, comments or other forms of public participation, or when public participation is otherwise authorized by law, no member of the public attending an open session may participate in the session.
3. At the conclusion of the business session of each meeting of the Oxford Town Commissioners, the agenda shall provide a time during which members of the general public may make comments/questions, provided that:
  - a. The individual wishing to make a comment or present a question shall utilize the microphone and identify him or herself by name and address;
  - b. Direct all comments and questions to the Commissioners; and
  - c. Limit comments/questions to three minutes.
4. One or more of the Commissioners or appropriate staff will provide answers to any questions put forth by a commenter as soon as practicable after the close of the meeting. The form of the answer shall be in written form (letter or email) and attached to the minutes of the meeting.
5. All meeting participants must act in a courteous and civil manner. Defamatory comments, profanity and obscenity will not be tolerated.
6. The Commissioners will make every reasonable effort to post on the Town website the meeting agenda by the close of business on the Thursday prior to each regular Oxford Commissioners meeting. The public is encouraged to file written comments to the Commissioners. This will provide time for interested parties to file written comments and questions regarding items on the agenda. Items on the agenda may be added or deleted to the agenda by a majority of the Commissioners without regard to this provision.
7. A member of the public, including any representative of the news media, may record discussions of the Oxford Town Commissioners at an open session by means of a tape recorder or any other recording device if the device does not disturb members of the Oxford Town Commissioners or other person attending the session.
8. A member of the public, including any representative of the news media, may photograph or videotape the proceedings of the Oxford Town Commissioners at any open session if the equipment
  - a. is operated without excessively bright artificial light that disturbs members of the Oxford Town Commissioners or other persons attending the session,
  - b. does not create an excessive noise that disturbs members of the Oxford Town Commissioners or other persons attending the session,
  - c. and does not block in whole or in part the view of any persons attending the session.

DRAFT 2 Commissioner's Meeting Procedures

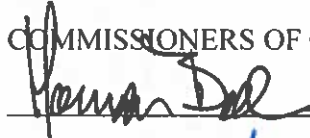
All such equipment and its operation will be done in a specific designated area to maintain the orderly conduct of the meeting.

9. A recording of an open session made by a member of the public, or any transcript derived from such recording, shall not be deemed a part of the record or any proceeding of the Oxford Town Commissioners.

AND BE IT FURTHER RESOLVED that this Resolution 24/17 shall become effective upon the favorable vote of a majority of the Commissioners of Oxford.

RESOLVED, this 24<sup>th</sup> day of September, 2024

COMMISSIONERS OF OXFORD:

  
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Norman Bell, President

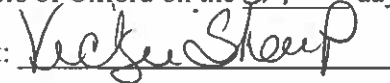
  
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Tom Costigan, Commissioner

  
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Katrina Greer, Commissioner

I hereby certify that the above Resolution was passed by a yea and nay vote of the Commissioners of Oxford on the 24<sup>th</sup> day of September, 2024.

Attest:   
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Vickie Sharp, Clerk/Treasurer

Town of Oxford