

Jackson County Virtual Meeting Policy for Advisory Boards

The Jackson County Board of Commissioners establishes this policy for the purposes of authorizing advisory Boards and Councils, appointed by the Commissioners, to conduct official meetings through virtual or remote access. This policy is subject to the following rules and procedures:

1. Meetings by virtual or remote participation may be used in limited situations including but not limited to a declared state of emergency by Jackson County. The County Manager shall approve the need for remote participation on a case by case basis.
2. Meetings by virtual or remote participation shall not be allowed for Quasi-Judicial hearings or for closed session.
3. County staff will notice the meeting in compliance with all State Statutes. The meeting notification will also be posted on the social media page of the Department that staffs each Board/Council. All media and Sunshine List members will be informed of the remote meeting in the same format as a regular meeting. Each meeting will allow the public access to the meeting either by providing a location where the public can meet and participate or by informing members of the public that wish to participate to contact the appropriate department to get instructions for participation.
4. In compliance with NCGS 143-318.13, County staff will provide public access to the remote meeting by providing a location where the public can meet and participate in the meeting, a call-in number to participate or a virtual meeting invitation to all members of the public that request to attend the remote meeting.
5. Public comment periods will still be provided at each meeting. Members of the public that wish to speak will be given three minutes to address the Board/Council. They will be asked to state their name for the record.
6. At the beginning of the meeting, the Chairman shall have the clerk perform a roll call and quorum check for all members present in the remote meeting. A quorum will be determined based on the bylaws of each Board/Council. Each member shall identify themselves by name and state present.
7. The Chair shall identify and direct participants (applicants or subject matter experts), including County staff, who are participating in the meeting.
8. All members present for the remote meeting shall be able to vote on matters before the Board/Council.
9. All votes conducted by the Board/Council shall be roll call votes with the clerk requesting the vote of each member present for the virtual or remote meeting. A lack of response to the roll call vote in a virtual or remote meeting shall be counted as a negative vote instead of an affirmative vote as is normal procedure.