

Zeda B. Trice, Chair
Matthew P. Schwob, Vice-Chair



Ronnie D. Lovick, Secretary
Brian J. Gatchel, Member

Meloni M. Wray, Director

PUBLIC AGENDA ITEM POLICY

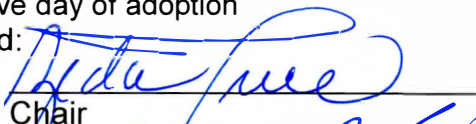
Procedures for requesting to have an item added to the agenda and be heard at a Craven County Board of Elections Meeting

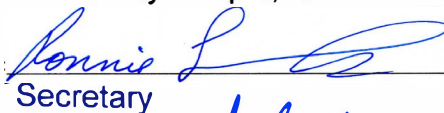
1. Individuals may request in writing to address the Board and/or have an item of business placed on the agenda of the Craven County Board of Elections at least 48 hours prior to the meeting. The Board meeting schedule is published at www.cravenvote.com or may be obtained by calling the Elections Dept. at 252.636.6610. The Board Chair may, at discretion, entertain agenda items submitted less than 48 hours prior to a meeting.
2. Requests shall be limited to subjects regarding county election matters. Requests must state the following:
 - a. Requestor's name
 - b. Requestor's address
 - c. Detailed explanation of the proposed agenda item
 - d. Requestor's contact information
3. The Director of the Elections will notify the requester of the time and location of the Board meeting containing the requester's agenda item.
4. A five (5) minute time limit will apply to a requester's presentation of their agenda item to the Board in person. The Board Chair may, at discretion, permit an extended presentation.
5. The Board will research and consider the agenda item as presented in an appropriate period of time and decide what, if any, action will be taken. The Elections Dept. Director will advise the requester of the Board's decision telephonically and where prudent with a written letter.
6. The Board Chair will recognize individuals or groups who have been placed on the agenda and may exercise discretion to recognize others not on the agenda.
7. For individuals or groups without prior request to address the board, they may be given an opportunity to comment at a time decided upon by the Board Chair during a scheduled board meeting. The comments will be limited to three (3) minutes. The Board Chair may, at discretion, permit an extended comment time.

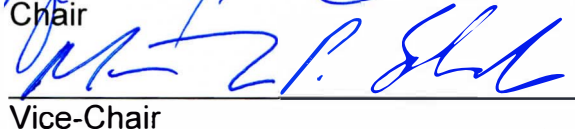
Effective day of adoption

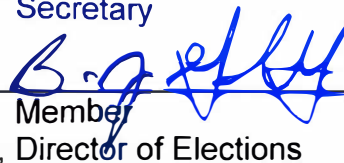
Adopted: 9th day of April, 2018

Signed:


Chair


Secretary


Vice-Chair


Member


Director of Elections