



## MINUTES

**Town of Weaverville  
State of North Carolina**

**Town Council Workshop  
Tuesday, September 20, 2022**

The Town Council for the Town of Weaverville met for a regularly scheduled workshop on Tuesday, September 20, 2022, at 6:00 p.m. in Council Chambers within Town Hall at 30 South Main Street, Weaverville, NC with remote access via zoom.

Councilmembers present: Vice Mayor Jeff McKenna and Councilmembers Doug Jackson, John Chase, and Michele Wood. Mayor Fitzsimmons was present remotely to participate in the discussion but was not part of the quorum and did not vote. Councilmembers Andrew Nagle and Catherine Cordell were absent. Staff members present: Town Attorney Jennifer Jackson and Clerk/Planning Director James Eller. Town Manager Selena Coffey was present remotely.

### **1. Call to Order**

*Vice Mayor McKenna called the meeting to order at 6:00 p.m.*

### **2. Overview of Rules of Procedure**

Ms. Jackson noted that generally rules of procedure are intended to help governing boards make informed decisions in an effective, efficient, courteous, and fair manner regardless of the matter. The proposed set of rules have been modeled after the UNC School of Government's suggested rules for city councils and have been influenced by statutory procedural requirements, parliamentary law, and *Robert's Rules of Order Revised*.

### **3. Town Council Input on Proposed Rules**


Ms. Jackson guided Council through a conversation on the proposed rules on the following: remote participation in meetings by Town Council members; Town Clerk attendance in closed sessions; organizational meeting of Town Council; preparation of meeting agendas; order of business; role of Mayor; role of Vice Mayor and Vice Mayor vs. Mayor Pro Tempore; the seconding of motions and whether it should be required or not; duty to vote and procedure for excusal from voting; adoption and amendments to ordinances; rules for public comment and public hearings; procedures for appointment of vacant Town Council seats; procedures for appointment to Boards and Committees.

### **4. Town Council Direction on Next Steps**

Ms. Jackson reviewed the consensus positions reached by Council and noted that the updated rules of procedure would be presented at a future meeting for further discussion and/or adoption.

### **5. Adjournment.**

*Without objection, Vice Mayor McKenna and Jane Kelley, respectively, declared the meeting adjourned at approximately 7:30pm.*

  
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**James Eller, Town Clerk**