

# Governing Board Roles and Responsibilities

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## Session Questions

1. What are we required to do?
2. How will we manage our behavior?
3. How will we manage our meetings?
4. How will we govern?



# 1. What are we required to do by law?



## Statutory Roles & Responsibilities

### Board Chair

- Serve as the presiding officer
- Vote on measures before the board
- Call special meetings
- Declare state of emergency
- Use authority to direct persons who disrupt a meeting to leave
- Assume other duties conferred by the board of commissioners

### Board of Commissioners

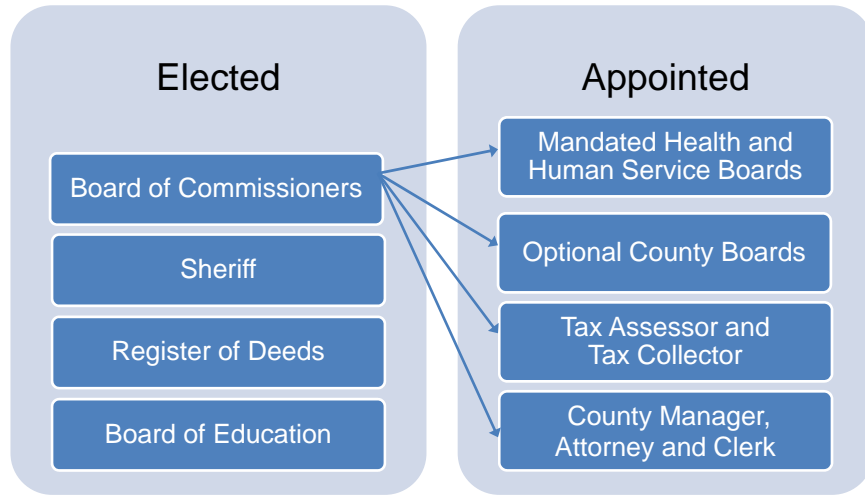
- Create, change, abolish, and consolidate county government
- Change the composition and manner of selection of boards, commissions, and agencies
- Promote orderly and efficient administration of county affairs, subject to limitations

### County Manager

- Hire and fire all employees and supervise all departments
- Uphold county and state laws and regulations
- Serve as budget officer and prepare and submit the annual budget
- Report on the finances and administrative activities
- Perform other duties required or authorized by the board of commissioners



## County Officials: Elected and Appointed



## County Manager Form of Government



- County manager plan (§153A-81)
- Powers and duties of a manager (§153A-82)

## City Clerk and Attorney

- Every county must appoint a clerk
- (NCGA 153A-111)
- Counties must appoint an attorney as their legal advisor (NCGS 153A-114)



2. What do we expect of ourselves and others?



## Types of group agreements

1. Codes of ethics
2. Codes of behavior or conduct
3. Group expectations

## Code of Ethics

- Guide individuals to operate within the law
- Legally required
- Model codes
- Locally adapted and self-enforced



## Codes of behavior

- Guide individual manners and etiquette
- Locally determined
- Establishes standards for model behavior
- Not legally required



## Group expectations

- Guides behavior of the group as a whole
- Negotiated among all members of the group
- When any member changes, expectations change also





3. How can we productively manage our meetings?



## Why do we need procedures?

1. Boards must act as a body
2. Public business should be orderly and efficient
3. Boards act by majority
4. Every member has equal opportunity to participate
5. Procedure should be followed consistently
6. Decisions should be made on the merits of the matter
7. Rules should help, not hinder



## Proper procedure takes practice



- Adopting the agenda
- Making and voting on motions
  - Substantive
  - Procedural
- Postponing a decision

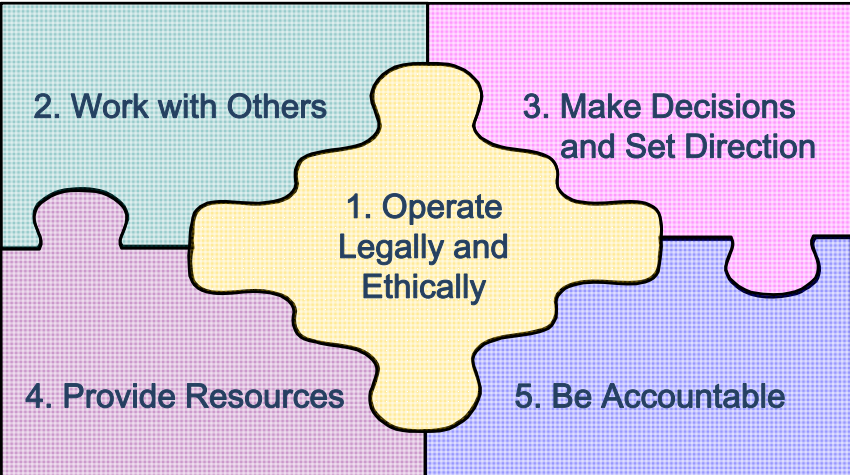


4. How will we govern?



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## Governing Board Responsibilities



2. Work with Others

3. Make Decisions and Set Direction

1. Operate Legally and Ethically

4. Provide Resources

5. Be Accountable

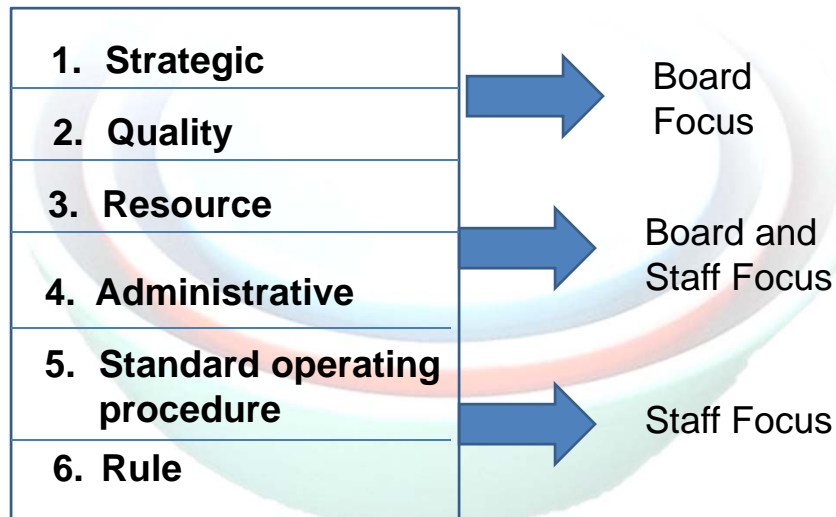
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## The Board's Strategic Question

We create *value* by providing  
what *services*?  
to which *people*?  
at what *quality*?  
and what *cost*?

## Types of Decisions\*



\*See Levels of Decisions Handout

## Session Summary

1. What we do is established by state law and a city's charter
2. We need agreements to work together effectively
3. Meeting procedures enable boards to be orderly and efficient
4. Governing requires focus and discipline

