

Notes for Agenda Item

Revised DSS Board Operating Procedures

In May 2004, the Rutherford County DSS Board developed the document *Rutherford County Board of Social Services Operating Procedures Manual*. This document was revised or updated in May 2012 and March 2013. Local Board procedures are recommended by the UNC School of Government to ensure fair and transparent practices by the Board.

I attended a session at the 2019 Social Services Institute conducted by Trey Allen, Assistant Professor of Public Law and Government at UNC School of Government, regarding parliamentary procedure for local governments. This session was held specifically for DSS Directors and DSS Board Members and focused on small local Boards. Mr. Allen recommended a UNC publication, *Suggested Rules of Procedure for Small Local Government Boards*, as a guide for local DSS Boards parliamentary procedure. In reviewing this, I discovered that our procedures were basically the same as those outlined in this source, with some minor changes and updates. There are several rules that give local Boards choices in how to handle issues and still remain within the requirements of the law.

If the Board wishes to update the local rules and make needed changes, based on the latest edition of the UNC publication, I can present a revised draft at the October meeting with changes highlighted for your discussion and consideration.

John Carroll, Director