

RULES OF ON-SITE WASTEWATER TASK FORCE

- a. The convening time for each meeting shall be 10:00 am unless otherwise announced at the prior meeting. Meeting time and location shall be available to each Task Force Member no later than 10 days prior to the upcoming meeting.
- b. The Chair or announced substitute shall call the Meeting to order. Meeting will begin with an Opening Prayer, followed by the Pledge of Allegiance. A substitute Chair shall only be for the specific meeting.
- c. The Chair shall take Roll Call of all members present and shall announce Proxies from non-attending members. Proxies shall only be given to members of the Task Force in attendance.
- d. The Chair may announce a Closed Meeting to discuss issues with staff or organizational issues within the Task Force.
- e. Visitors shall sign in with their contact information. Contact information shall identify the person, his organization, business, or relationship to the on-site wastewater industry, as well as email information.
- f. The Chair shall address the Minutes of the previous meeting, and ask for corrections and adoption of the Minutes.
- g. Chair shall address Old Business. Old Business is described as matters that have already been brought to the Task Force and voted on. Old Business concerning specific Rules under 15A NCAC 18E may be requested for reconsideration by the Task Force by any member and the matter shall be reconsidered with a favorable vote of 8 of the 10 members either in attendance or by recognized proxy.
- h. Chair shall ask for review of New Business. New Business is described as the Sections of the 15A NCAC 18E rules that are on the agenda for the day's meeting. Specific Sections to be addressed in New Business shall be noted in the prior meeting or in notice to the Members within 10 days of the next meeting. The Chair shall recognize the member for comment to the specific rule on the table. The member may elect to recognize a visitor to

address the Task Force members. The Chair may recognize the visitor for comments and the time for addressing the Meeting, not to exceed 3 minutes. Visitor comments shall only pertain to the specific Section under discussion. Each member of the Task Force shall submit any written petition by the public that was received for the specific rule. The Task Force shall vote on each specific rule in question with a majority of members present or with recognized proxies needed to qualify the Recommendation.

- i. The Chair may notify members of Special Meetings or Teleconference Meeting. Notifications shall be sent electronically to each member no later than 48 hours of the Special Meeting or Teleconference. The same rules for a quorum, majority, or reconsideration still apply.
- j. Task Force members and their decisions shall be held harmless for their decisions in the required Recommendation Report established by Session Law 2019-151.