

State Human Resources Commission Operating Procedures

Effective Date: October 1, 2026

§ 1. Purpose & Authority

Article 2 of Chapter 126A establishes the State Human Resources Commission (the Commission) and defines its membership and responsibilities. The Commission operates under North Carolina law, including the Open Meetings Law and the Administrative Procedure Act. OSHR supports the Commission and administers Commission policies and rules.

§ 2. Commission Meetings

§ 2.1 Schedule & Notice

Commission meetings are open to the public, except for executive session. The Commission meets quarterly and, at other times, at the call of the Chair. (N.C.G.S. § 126A-2-1(h)). The Commission sets the dates in advance for the coming calendar year. These dates may be changed as the year progresses. The planned Commission schedule is provided on the Commission website.

In accordance with N.C.G.S. Chapter 143, Article 33C (the Open Meetings Law) and Chapter 150B (the Administrative Procedure Act), the Commission Administrator issues meeting notices and any required legal notifications of Commission meetings, decisions, and official actions to interested parties.

§ 2.2 Meeting Format & Location

Meetings are typically held at OSHR headquarters but may also be conducted entirely by remote means. Meeting format and location information must be made available publicly on an OSHR-maintained website.

§ 2.3 Duties of the Chair

The Commission chair or their designee shall:

- Open and adjourn meetings; manage transitions between public and executive sessions
- Provide opening remarks and introduce agenda segments
- Manage speakers' time (extend/limit as needed by discretion or vote)
- Call for motions, seconds, discussion, and votes
- Announce recesses or meal breaks
- Maintain order; direct removal of disruptive individuals when needed
- Exercise other responsibilities necessary to conduct Commission business

§ 2.4 Voting

The Commission uses the following voting procedures:

- Any Commissioner, including the Chair, may make a motion; a second is required. If no second is received after two calls, the motion dies.
- Discussion continues until concluded; the Chair may close debate and call the question.
- A quorum is five of the nine Commissioners. A majority of the quorum passes a motion; a tie vote fails.

- Voting is by voice unless otherwise directed. For remote meetings, roll-call votes are used. In-person meetings may use hand-raise counts when requested.
- Minutes record the outcome of each motion and identify abstentions; when hand counts or roll call votes are used, individual votes are recorded.
- Commission decisions are rendered in open session unless an Executive Session is called.

§ 2.5 Minutes & Records

The Commission Administrator maintains minutes and other records; Office of the State Human Resources preserves minutes permanently and makes finalized minutes public upon approval.

§ 3. Public Access & Comment

All meetings provide an opportunity for public comment for those who sign up at least three days in advance with the Commission Administrator (phone: 984-236-0800, OSHR-hrcommission@nc.gov). Public comments must relate to items on that meeting's agenda and are limited to three minutes unless extended by vote.

Written materials may be provided in hard copy at the meeting or prior to the meeting via email, in-person delivery, or mail at least three business days before the start of the Commission meeting.

§ 4. Conflicts of Interest

Commissioners must disclose actual or potential conflicts under the State Government Ethics Act and abstain from discussion, motions, seconds, and voting on affected items. Abstentions should be announced at the earliest point in the public or business session, ideally during the ethics statement.

Commissioners must submit Statements of Economic Interest to the State Ethics Commission as required.

§ 5. Commission Mail & Service of Process

OSHR must have a named Process Agent for service of legal process on the Commission. The North Carolina Department of Justice maintains the register of all process agents and their addresses for state government departments, agencies, and commissions. Legal process may be served by directing mail to the Process Agent at 1331 Mail Service Center, Raleigh, N.C. 27699-1331 or by delivery addressed to the OSHR at 333 Fayetteville Street, Raleigh, NC 27603.

The Commission Administrator handles general mail to the Commission, which should be sent to State Human Resources Commission, 1331 Mail Service Center, Raleigh, NC 27699-1331.