General Meeting Rules of Procedure

The Chairperson of any Board meeting has the right and duty to regulate the proceedings of a Board meeting, including deciding questions of order, making public declaration of votes cast, granting authority to persons to speak at the meeting, silencing those who may be out of order or disrupting the meeting, and ordering any disorderly person out of the meeting.

Public Hearing Process and Rules of Procedure

With respect to any item on the agenda for the Board’s consideration and for which a public hearing is scheduled, the Chairperson shall introduce the matter and declare the public hearing to be open.

The procedures and rules to be followed by all persons during the public hearing process are as follows:

1. No person shall address the Board or otherwise question or comment upon any matter without first being recognized by the Chairperson.

2. Once recognized by the Chairperson, each person shall be asked to give his or her name and address before addressing the Board or otherwise questioning or commenting upon any matter.

3. The persons requesting the variance or authorization or reversal (the “applicants”), or their representatives, shall make their full presentation in support of their petition first, without interruption.

4. Following the presentation on behalf of the applicants, Board members may direct any comments or questions they may have to the applicants.

5. Any persons or groups, or their representatives, in opposition to the applicants may make their presentation next, without interruption.

6. Following any presentation on behalf of opponents, Board members may direct any comments or questions they may have to such persons.

7. Next, any comments or questions any opponents may have in response to any presentation by any opponent may then be made.
8. Next, any other comments or questions any opponents may have of the applicant’s may be made.

9. Next, any other persons, whether in support of or in opposition to the applicants, or otherwise, may make their comments and ask their questions.

10. Next, when all presentations, comments and questions have been made and when there is no one else desiring to be heard, and when there are no further inquiries from Board members, the Board may then close the public hearing.

11. After the public hearing has closed, the Board may:
   
   a. Motion to take the matter under advisement for decision at a later date; or
   
   b. Motion to grant the variance, or to grant the authorization required by the Zoning Ordinance, or to reverse the determination of the Zoning Administrator; or
   
   c. Motion to deny the variance, or to deny the authorization required by the Zoning Ordinance, or to affirm the determination made by the Zoning Administrator; or
   
   d. Any other motion as may be proper and appropriate.