



County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: January 13, 2015  
Item No.: 8  
Department: Board of Supervisors  
Staff Contact: W.W. Bartlett  
Issue: Adoption of Board Rules of Procedure for Public Hearings

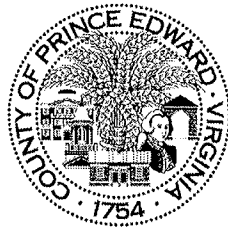
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**Summary:** Attached for your consideration are the Board's *Rules of Procedure for Public Hearings*. While these have historically been adopted annually, the Board typically does not strictly adhere to this protocol (specifically the order of speakers). Board members may wish to consider reviewing these to determine if it wishes to amend them and/or establish new procedures for Public Hearings that are more in keeping with the Board's general practices.

**Attachments:** Board of Supervisors Rules of Procedure for Public Hearings

**Recommendation:** Approval.

Motion _____	Cooper-Jones _____	McKay _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	



BOARD OF SUPERVISORS PUBLIC HEARINGS  
RULES OF PROCEDURE

1. Public Hearings – the order of presentation shall be as follows, unless varied by the Chairman.
  - a. Staff report.
  - b. Applicant's presentation.
  - c. Comments, statements or presentations from members of the public.

The order of speakers will be:

    - 1) Those in support of the matter,
    - 2) Those with questions or concerns,
    - 3) Those opposed,
    - 4) Rebuttals (limited by the Chair as to number and time-see below),
    - 5) Questions by the Board members of speakers.
  - d. Additional rules:
    - The Chair can permit speaking out of the order in #c above as deemed necessary to enable the public to fully participate.
    - Speakers must stand at the podium and address the Board.
    - All comments shall be directed to the members of the Board of Supervisors. Debate is prohibited. This includes debate among speakers or speakers/Board members/staff.
    - Presentation by the applicant and other speakers shall be limited to a time set by the Chairman.
    - Additional time, for any portion, may be granted at the discretion of the Chairman.
    - The Chair will set the number of minutes permitted for rebuttal and has the discretion to change the number.
    - The Chair has the authority to limit or decrease time for any portion of the public hearing due to the number of potential speakers, or repetition, or any other concern.
    - Remarks shall be confined to the matter under discussion and shall be relevant.
2. Speakers arriving after the commencement of the hearing and/or who are not on the sign-up sheet will be recognized at the discretion of the Chairman.
3. Repetitive testimony is discouraged.
4. The Chairman shall have the authority to end a presentation that violates these rules or for other cause.

5. Following discussion of all matters considered in the public hearing, the Board members will consider one of three actions regarding each matter:
  - Approval (with conditions, as applicable);
  - Denial; or
  - Table for further review.
  
6. Once the public comment period has been closed, no further public input will be permitted unless clarification is requested by a Board member. The response shall address only those questions raised by the member.