



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: January 12, 2010
Item No.: 9
Department: Board of Supervisors
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Adoption of Board Rules of Procedure for Public Hearings

Summary: The Board will wish to consider the adoption of Rules of Procedure for Public Hearings.

Attachments: Board of Supervisors Rules of Procedure for Public Hearings

Recommendation: Action.

Motion _____
Second _____

Campbell _____
Jones _____
Wilck _____

Fore _____
McKay _____
Wiley _____

Gantt _____
Simpson _____



PRINCE EDWARD COUNTY
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.