

RULES FOR PUBLIC COMMENTS

1. The Public Comments Session is held at the beginning of the every regularly scheduled meeting, before the business section.
2. Please sign-in to speak. The sign-in sheet for public comments is located on the rear table in the Council room. It is very important that you sign in so the Chair will be aware that you want to address the Board.
3. Speakers are allowed **three minutes** to address the Board on any matter.
4. The Chair will call your name when it is your turn to speak. Please give your name and address for the record prior to talking about your issue.
5. The Board **will not** normally discuss your issue if it is not a listed agenda item. The Board may choose to place your item on a future agenda.
6. Rules may be modified at the discretion of the Board.

RULES FOR PUBLIC HEARINGS

1. Public Hearings are considered in the Business portion of the agenda.
2. Please sign in to speak. The sign-up sheet for public hearings is located on the rear table in the Council room. It is very important that you sign in so the Chair will be aware that you want to address the Board.
3. The staff will present the staff report and answer any questions or comments that the board may have regarding the specific case or amendment.
4. The Chair will open the public hearing.
4. To give everyone an equal time to be heard the following will apply for public hearings. Proponent will be given **three minutes** to address the Board. Both Proponents and Opponents shall have a total of 15-30 minutes at the discretion of the Chair to discuss present, and answer questions regarding their respective view. Proponents and Opponents will each be given an additional **six minutes (three minutes per speaker)** of rebuttal time. If the Public Hearing is one in which many people will be speaking, you may want to consider appointing a spokesperson to take your allotted time so that all points can be made during the limited time allowed.
5. Chair will call your name when it is your turn to speak. Please give your name and address for the record prior to talking about your issue.
6. The Chair will close the public hearing and the Board will hold discussion and make appropriate motions
7. Rules may be modified at the discretion of the Council/Board.