

CARDINAL RULES



Chair controls meeting

Agendas prepared in advance

Remember the topic at hand

Designate a speaker

Identify yourself

No grandstanding

Address Board, not audience

Listen to others

Respect other opinions

Use appropriate language

Limit your comments

Exercise self control

Seek common ground

MEETING REMINDERS

- Anyone wishing to speak must be recognized by the Chair.
- Speaker will stand and may have to come to podium.
- Civility is to be maintained at all times.
- Disruptive behavior will not be permitted.
- Loud, obnoxious and/or unruly persons will be escorted from the room.
- Groups must have a spokesperson to speak for them.
- Brevity is key and repetition is to be avoided.
- Once a vote is called, no further public discussion is permitted.
- Respect for others is paramount.

Oconee County Board of Commissioners



Rules of Order & Standards of Conduct for Meetings

Adopted August 4, 2009



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RULES OF ORDER:

I. Meetings – Agenda Setting and Regular Meetings.

- The Board of Commissioners will hold a Regular Meeting on the first Tuesday of each month and an Agenda Setting Meeting the last Tuesday of each month, unless otherwise approved. While action may be taken at an Agenda Setting Meeting, the normal course of business for an Agenda Setting Meeting will be to take reports and review the agenda for the upcoming Regular Meeting. At the Agenda Setting Meeting, items may be designated for action on a Consent Agenda to be acted on at one time by the unanimous vote of the Board at the next Regular Meeting. An item may be removed from the Consent Agenda by request of any Commissioner.
- During December of each year, the Board shall review and approve a meeting schedule for the following year to take into account scheduling issues. Other meetings of the Board shall be called as needed by the Chairperson either at his initiative or upon the request of any two commissioners.
- Where these rules or law do not provide otherwise, Roberts Rules of Order, Newly Revised, shall be followed. The Board may suspend these rules, upon proper motion and vote.
- The Chairperson is responsible for conducting the meetings of the Board and may exercise reasonable discretion in managing the meeting to maintain decorum, fairness and allocation of time.

II. Meeting Agenda and Action.

- In order for the Board, staff and the public to have reasonable notice of matters to be heard and acted on by the Board, the following rules shall be followed, unless the Board or the Chairperson finds there is adequate reason to suspend such rule. Any matter for which such rule is suspended, shall be subject to public comment.
- The County Clerk shall maintain and compile the agenda for each meeting based on the directions of the Chairperson and the Administrative Officer. Matters to be heard at the Regular Meeting should be reviewed at the Agenda Setting Meeting or a reason given for expediting the placement of the item on the agenda.
- All items to be placed on the Agenda shall be submitted to either the Chairperson or the Administrative Officer for inclusion on the Agenda in writing at least one week prior to meeting at which such matter is to be introduced, and shall be promptly distributed to the Board of Commissioners and the County Attorney by the County Clerk.
- Commissioners have the right to have a matter placed on the agenda.
- The procedure for the adoption of an ordinance shall normally follow this process: a) submission of a proper written draft to the Board, County Attorney and County Clerk with a copy posted on the County web site for the public at least 15 days prior to adoption; b) advertisement in the County legal organ; c) a first reading at a meeting with public comment; and d) a second reading at a subsequent reading with adoption at that meeting. The Board reserves the right to adopt an ordinance at its first reading following public comment upon its determination of the need to do so.
- In the event of a conflict with these rules, land use decisions, including zoning amendments, shall comply with the provisions of the Unified Development Code.
- There shall be an agenda item on each agenda providing Commissioners the opportunity to speak at the beginning of the meeting and an agenda item to provide the public an opportunity for public comment prior to the adjournment of the Regular and Agenda Setting Meetings.
- Prior to conducting any business set out on the Agenda, the Board shall vote to approve the Agenda and may delete any item not legally required to be on same.
- Prior to the vote on any matter the Chairperson shall re-state the motion.

III. Addressing the Board of Commissioners.

- Discussion will be addressed to the Board and questions directed to the Chairperson. After a call for a vote, no further public discussion will be permitted.
- Those addressing the Board will stand, state their name and address for the record, be prepared to come to the podium when recognized by the Chairperson and be seated when finished speaking. A speaker shall not speak more than twice on an item at a single meeting unless directly involved in the matter being discussed.
- In zoning and other non land use matters, statements will be limited to three minutes with a one minute follow-up.
- Groups or associations shall designate a spokesperson. The Chair, or the Board upon motion and vote, may terminate irrelevant or repetitious discussion of a matter.

IV. Zoning Amendment Action.

In addition to the provisions of the Unified Development Code, these rules shall apply:

1. Any individual desiring to address the Board during a zoning amendment action shall be required to sign up in advance of the meeting, except as set out below. A spokesperson for a given group should sign up as such. A spokesperson for a group will be given first opportunity to speak at the given time.
2. The Rezone Petition shall be presented by the County Staff with no time limit.
3. The applicant and those signing up to speak for the petition shall be allowed a total of 20 minutes, less the applicant reserved time for rebuttal.
Those signing up to speak against the petition shall be allowed a total of 20 minutes.
The applicant shall have greater of the reserved time or the time left from the 20 minute allotment to rebut the comments made by those speaking against the petition.
In the event those in favor of a rezone amendment utilize less than 10 minutes, the Chairperson shall open the floor for additional speakers in favor of the rezone and likewise for those against a rezone petition.
In the event those signed up to either speak for or against a rezone matter exceed their 20 minute allotment, each subsequent speaker shall be restricted to one minute. The Chairperson shall have the discretion to terminate repetitious or irrelevant comments and shall give the opposing side equal time based on the additional comments.
4. The public comment shall then be closed and the Board shall have the opportunity to ask such questions as they find appropriate.
5. The Board shall then take action as set out in the Unified Development Code.