

**COWETA COUNTY COMMISSION
RULES AND REGULATIONS FOR PUBLIC HEARINGS
AND REGULARLY SCHEDULED COMMISSION MEETINGS**

Anyone wishing to address the Board MUST complete an audience participation form and present it to the County Clerk prior to discussion of an issue. (See rule 5.)

The following rules are designed to promote a fair and open process for the administration of Coweta County Government.

1. The Location of Rules will be announced at the beginning of each meeting.
2. The Chairman, as presiding officer of the Commission, may impose time limits and any procedures deemed necessary for the effective operation of the Commission.
3. **ON Non-Zoning Issues**, a time restraint of three (3) minutes is placed on each instance with each instance limited to one issue. Piggyback speakers will not be allowed under this three (3) minute, one issue rule.
4. Every speaker will advise the Board on the issue furnished for Agenda purposes. Every speaker will be respectfully heard by the Board without public display or approval or disapproval from the audience.
5. The **Public Comments Section** of the Agenda is intended to allow audience comments on matters for discussion before the Board, except for those matters where a Public Hearing has been previously held and closed by the Board of Commissioners. **Anyone wishing to address the Board MUST complete an audience participation form and present it to the County Clerk prior to discussion of an issue.** These comments will be heard prior to consideration of the agenda item by the Board, thereby prohibiting discussion between the audience and the Board when that item is reached on the agenda. Each participant is limited to three (3) minutes per issue. The Commission suggests that any group wishing to address the Board on matters **other than zoning issues** designate a spokesperson to represent their views with a fifteen-minute time limit, or allow each member a three minute time limit in which to address the Board.
6. While everyone has the right to disagree, members of the audience that are continually disruptive to and disrespectful of the purpose of the meeting, participants in the meeting, and each other are politely and respectfully urged to refrain from their actions or shall vacate the meeting.
7. Commissioners must yield the floor to the Commissioner speaking.
8. The Chair will have the prerogative to recognize any Commissioner wishing to bring an issue not on the agenda to the attention of the Board, and include it on the Supplemental Agenda. Policy changing issues shall not be included on the Supplemental Agenda unless immediate action is necessary for health, safety, or operation of Coweta County.
9. The Commission Board will follow Robert's Rules of Order with the County Attorney serving as Parliamentarian.
10. **ON Zoning Issues**, the applicant shall be afforded a minimum of ten (10) minutes for presentation of data, evidence, and opinion on the zoning decision. Others wishing to present data, evidence and opinions shall be limited to three (3) minutes per person, but shall have a minimum of ten (10) minutes. It is the intent of this rule that each side shall be afforded a minimum of ten (10) minutes each to comply with the Zoning Procedures Law.
11. **ON Zoning Issues**, in the absence of the applicant at a Rezoning Public Hearing, after hearing from those present, the Public Hearing may be continued to another date for further information.
12. The Commission Chambers shall be vacated by the public during Executive Session. The public shall be invited back into the Commission Chambers following the close of Executive Session.

** Zoning issues are further subject to the *Coweta County Zoning Ordinance*.