

## Article 7: Petition Hearing/Meeting Procedures

- 1) Order of Business. The PC shall follow the following order of business:
  - a) Call to Order
  - b) Minutes
  - c) Agenda Consideration (and consideration of requested continuances)
  - d) Old Business.
    - i) Public hearings on petitions
    - ii) Other petitions for consideration
    - iii) Other business
  - e) New Business
    - i) Public hearings on petitions
    - ii) Other petitions for consideration
    - iii) Other business
  - f) New Business from the Floor
  - g) Announcements
  - h) Public Comment for items not on the agenda
  - i) Adjournment
- 2) Procedure for Public Comment for Items Not on the Agenda. Each individual wishing to speak shall be allowed three (3) minutes.
- 3) Procedure for Petition Consideration.
  - a) Introducing the Petition. The President shall introduce the petition. Each petition before the PC shall generally be allotted a total of forty-five (45) minutes that includes the petitioner's presentation, staff and public official's report, public discussion, and closing remarks by the petitioner. The President (or presiding member) shall have the authority to extend the time periods specified below where appropriate, unless otherwise directed by a majority of the quorum present.
    - i) Petitioner Presentation. The petitioner shall have a total of ten (10) minutes for the presentation of their petition.
    - ii) Staff and Public Official's Report. The Administrator shall present the staff and public official's report for the petition.
    - iii) Public Discussion.
      - (1) Discussion of Support. Persons in support of the petition shall have a total of ten (10) minutes to present evidence, comments, and questions relevant to the matter being considered.
      - (2) Discussion of Neutrality. Persons neutral on the petition shall have a total of ten (10) minutes to present evidence, comments, and questions relevant to the matter being considered.
      - (3) Discussion of Opposition. Persons in opposition of the petition shall have a total of ten (10) minutes to present evidence, comments, and questions relevant to the matter being considered.

- iv) Closing Remarks by Petitioner. The petitioner shall have a total of five (5) minutes for closing remarks as well as responding to the presentation of evidence, comments, and questions raised during the public discussion.
- b) Discussion of PC. The President shall close the public discussion portion of the hearing/meeting and call for questions and comments from members of the PC.
- c) Call for Vote.
  - i) The President shall call for a motion and a second on the case being heard.
  - ii) The President shall call for further discussion.
  - iii) The President shall call for a vote on the motion.

2) Hearing/Meeting Limitations. No petition shall be introduced for consideration after 10:00pm. Agenda items remaining on the agenda shall be automatically placed at the beginning of the agenda at the next regularly scheduled hearing/meeting of the PC under "Old Business."