

**Board of Zoning Appeals  
Public Meeting  
Participation Guidelines**

***Thank you for attending tonight's meeting.***

To ensure that all interested parties have the opportunity to address the Board of Zoning Appeals (Board) and to maintain proper decorum, the following rules of procedure shall be followed.

1. All members of the public in attendance at Board meetings are requested to acknowledge their presence by signing the attendance sheet near the entrance to the meeting room. A copy of all sign-in sheets shall be maintained as part of the minutes.
2. Any person or persons may appear at a public hearing and submit evidence either individually or as a representative. Each person who appears at a public hearing shall give his or her name and address in an audible tone of voice for the record and, if appearing on behalf of an organization or group, the name and mailing address of the organization or group.
3. No person shall speak at a Board meeting unless invited to do so by the Chairman. During a public hearing, public testimony may be provided only after the speaker is recognized by the Chairman. All public comment shall be directed to the Chairman. Interested parties may present testimony under oath administered by the Chairman.
4. No question shall be asked of an applicant or of a Board member except through the Chairman. No person, other than Board members and the person at the podium shall be permitted to enter into any discussion, either directly or through a Board member, without the permission of the Chairman.
5. No party shall have the right to cross-examine witnesses; however the opportunity to examine opposing witnesses may be freely extended by the Chairman when conducted in an orderly manner. Intimidation of witnesses shall not be allowed.
6. Each person addressing the Chairman shall, unless further time is granted by the Chairman, limit the address to five (5) minutes.
7. Each speaker is requested to speak one time only to save time and so that others who wish to speak may do so. Speakers should not repeat points that other speakers have made. The Board will consider all of the facts. Redundancy will delay the meeting.
8. No person, except City officials or their representatives, shall be permitted to go beyond the podium or to approach the dais without the express consent of the Chairman.
9. Legible copies of relevant documents, photographs, maps, drawings, etc. will be received in the record without authentication. Relevant testimony which is not cumulative or hearsay will be received. The Chairman will rule on all evidentiary matters. Evidence may be placed in the record with an objection noted.
10. Any person who speaks from the audience without being recognized, makes personal, impertinent or slanderous remarks or becomes boisterous may be requested by the Chairman to leave the meeting immediately.