PLANNING AND ZONING ADVISORY COMMISSION ORDER OF BUSINESS

The business of all regular meetings of the Nicollet County Planning and Zoning Advisory Commission (hereinafter "Commission") shall be transacted as follows; provided, however that the Presiding Officer may, during a Commission, rearrange items on the agenda to conduct the business before the Commission more expeditiously.

1) Call to order by the Presiding Officer

2) Roll Call

3) Review of Cancellations & Additions

4) Approval of Minutes

5) Public Appearances

6) Hearings

   Consideration of issues presented by persons of the general public concerning matters pertaining to the agenda or germane to matters of County legislation or administrative concern. Persons wishing to address the Commission shall sign in prior to speaking, listing their name, address, and the matter or matters, on which they will speak.

   a) Persons addressing the Commission shall speak in the order in which they sign in.

   b) A person addressing the Commission shall give his or her name and be recognized by the Presiding Officer

   c) The Presiding Officer shall limit the comments of each person addressing the Commission to three (3) minutes in total.

   d) Persons addressing the Commission shall confine their comments to matters pertaining to the agenda or germane to matters of County legislation or administrative concern.

   e) There shall be no demonstrations during or at the conclusion of any speaker's presentation.

   f) A person addressing the Commission shall refrain from the following:

      - -engaging individual Planning Commissioners in disruptive arguments,

- -obscenity, profanity, insults or attacks against any person in his or her personal capacity, physical violence or threat thereof
- -comments that are not relevant to matters on the agenda or to matters of County legislation or administrative concern,

- -comments that are unduly repetitious, comments that exceed the three-minute time limit, or other such comments or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any Commission meeting.

g) Any person who breaches these rules shall, at the discretion of the presiding officer or a majority of the Commission, be given an oral warning by the presiding officer to refrain from disturbing or disrupting the meeting. If, after receiving such a warning, the person continues to breach these rules, he or she will be barred from further audience before the Commission at that meeting.

h) If, after receiving an oral warning from the Presiding Officer and being barred from further audience before the Commission at a meeting, a person persists in disturbing or disrupting that meeting, the Presiding Officer may order him or her to leave the meeting. If such person does not remove him or herself, the Presiding Officer may request a law enforcement officer who is on duty at the meeting as sergeant-at-arms to remove that person from the meeting.

i) It is the intention of the Commission, by adoption of these rules, to ensure that the affairs of the Commission are conducted in an open, orderly, and efficient manner, that persons desiring to address the Commission on matters pertaining to the agenda or germane to matter of County legislation or administrative concern are afforded an opportunity to speak, that persons in attendance may observe and hear the proceedings of the Commission without distraction, and that the members of the Commission and its employees are able to transact the business of the Commission with minimal disruption.

Nothing in these rules shall deny any person the right to attend any meeting of the Commission, or to individually contact any County Commissioner or Planning Commissioner to lobby, educate or request action by the Commission. Nor do these rules preclude persons from delivering written materials to the Commission.

7) Old Business

8) Other Business

9) Review of Permits

10) Communications

11) Adjourn

Except as otherwise provided herein, the proceeding of the Nicollet County Planning and Zoning Advisory Commission shall be conducted in accordance with Robert's Rules of Order, Newly Revised 11th Edition.

Adopted March 16, 2015