BOARD OF ADJUSTMENT AND APPEALS ORDER OF BUSINESS

The business of all regular meetings of the Nicollet County Board of Adjustment and Appeals (hereinafter "Board") shall be transacted as follows; provided, however that the Presiding Officer may, during a Board meeting, rearrange items on the agenda to conduct the business before the Board 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 Board shall sign in prior to speaking, listing their name, address, and the matter or matters, on which they will speak.

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

   b) A person addressing the Board 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 Board to three (3) minutes in total.

   d) Persons addressing the Board 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 Board shall refrain from the following:

      - -engaging individual Board members 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 Board meeting.

g) Any person who breaches these rules shall, at the discretion of the presiding officer or a majority of the Board, 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 Board at that meeting.

h) If, after receiving an oral warning from the Presiding Officer and being barred from further audience before the Board 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 Board, by adoption of these rules, to ensure that the affairs of the Board are conducted in an open, orderly, and efficient manner, that persons desiring to address the Board 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 Board without distraction, and that the members of the Board and its employees are able to transact the business of the Board with minimal disruption.

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

7) Old Business

8) Other Business

9) Communications

10) Adjourn.

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

Adopted March 16, 2015