

## RULES OF CONDUCT FOR DODGE COUNTY PUBLIC HEARINGS OR OTHER MEETINGS

Conduct at Dodge County Planning Commission and Board of Adjustment meetings or public hearings shall be in accordance with the following rules:

1. Unless addressing the Planning Commission or Board of Adjustment or entering or leaving the County Board Room or other meeting place, all persons in the audience shall remain seated in the seats provided in their current location. No person shall stand or sit in the aisles or along the walls, unless permitted by the Board Chair or Acting Board Chair of the Planning Commission or Board of Adjustment. No person shall block any doorways. No person shall enter the area of the County Board Room while the meeting or public hearing is in session from the south entrance door to the County Board Room which is located behind the chairs of the Planning Commission or Board of Adjustment members.
2. All demonstrations, including cheering, yelling, whistling, handclapping and foot stomping which disrupts, disturbs or otherwise impedes the orderly conduct of the Planning Commission or Board of Adjustment meeting are prohibited.
3. Members of the audience and speakers shall not wear or display signs, placards, banners, hats, costumes or similar items at any time in the County Board Room that obstruct the view of other audience members. In no event shall signs, placards, banners, props or similar items be larger than 8 ½ by 11 inches, be illuminated or be attached to any pole, stick or other device.
4. It is requested all persons wishing to speak to the Planning Commission or Board of Adjustment shall state their name, address, and the subject matter upon which they wish to speak for the record. All speakers who wish to address members of the Planning Commission, Board of Adjustment or staff must do so through the Presiding Officer of the applicable meeting. No person shall address the Planning Commission or Board of Adjustment until he or she has first been recognized by the Presiding Officer of the applicable meeting. In the interest of facilitating the business of the Planning Commission or Board of Adjustment, persons speaking at the meeting or hearing shall identify if they are speaking on behalf of a group or themselves. Persons representing a group shall be limited to five (5) minutes and persons representing themselves shall be limited to three (3) minutes, unless such time is extended by the Presiding Officer of the meeting for good cause. No person shall comment more than once on an individual public hearing agenda item.
5. The Planning Commission and Board of Adjustment may accept public comment concerning agenda items at the time the item is considered. Individuals wishing to address an agenda item shall complete an Appearance Slip to Speak at Public Hearing Form which is submitted to the Chair or Acting Chair of the meeting. All persons wishing to speak to the Planning Commission or Board of Adjustment shall state their name, address, and the subject matter upon which they wish to speak for the record. In the interest of facilitating the business of the Planning Commission or Board of Adjustment, persons speaking at the meeting or hearing shall identify if they are speaking on behalf of a group or themselves. Persons representing a group shall be limited to five (5) minutes and persons representing themselves shall be limited to three (3) minutes, unless such time is extended by the Presiding Officer of the meeting for good cause. No person shall comment more than once on an individual public hearing agenda item.
6. Written comments will be accepted by the Environmental Services Department up to three (3) business days before the meeting. If comments exceed one page, 15 copies of the comments shall be provided to the Environmental Services Department.
7. Members of the audience shall respect the rights of others. No person in the audience at the Planning Commission or Board of Adjustment meeting shall engage in conduct that disrupts the orderly conduct of any Council meeting, including, but not limited to, the utterance of loud, threatening or abusive language, whistling, clapping, stamping of feet, repeatedly waiving of arms or other disruptive acts.
8. Photographs, audiotapes and videotapes may be taken from any seat within the County Board Room or other meeting place or from the rear of the County Board Room or other meeting place. Except when presentations are being made, photographs, audiotapes and videotapes may not be taken from the side or middle aisles or from the front of the County Board Room or meeting room as such practices disrupt and disturb the audience, public speakers and the Planning Commission or Board of Adjustment members and interferes with the orderly conduct of the meeting. Photographs, audiotapes and videotapes shall not be taken in any manner which disturbs or disrupts the audience, speakers or Planning Commission or Board of Adjustment members otherwise disrupts the Council meeting.
9. Animals are prohibited in the County Board Room, except for trained K-9 police dogs and trained service animals as defined under State and Federal law.

The Board Chair or Acting Board Chair, with the assistance of the local law enforcement, and legal staff acting on behalf of the county, when present, shall be responsible for maintaining the order of the meeting. The Rules shall be enforced as follows:

The Chair or Acting Chair has the authority to issue a warning to a person violating the Rules. If the Person continues to violate the Rules and disrupt the meeting, the Chair or Acting Chair will direct the person to be ejected or excluded from the County Board Room or such other place as the Planning Commission or Board of Adjustment may be in session.

The ejection shall be for the remainder of the session at which the violation of the Rules occurred.