

## **COWETA COUNTY BOARD OF ELECTIONS AND REGISTRATION RULES GOVERNING REGULARLY SCHEDULED MEETINGS**

The following rules are designed to promote a fair and open process for the Coweta County Board of Elections and Registration (“BOER”) meetings.

### **Section 1 - General**

- 1.1 The location of the Rules Governing the Regular Meetings will be announced at the beginning of each meeting.
- 1.2 The BOER will follow *Robert’s Rules of Order* with the legal counsel serving as Parliamentarian.

### **Section 2 – Agenda**

- 2.1 In coordination with the Elections Director and BOER Members, the Chairman shall establish the meeting agenda for regularly scheduled meetings.
- 2.2 The Chairman shall recognize any BOER Member wishing to bring forth an issue not on the agenda. If the issue is determined by the BOER to be pertinent, the BOER shall vote to add the item to the Supplemental Agenda. However, in no circumstance shall policy changing issues be included on the Supplemental Agenda unless immediate action is necessary as determined by the Chairman, Elections Director, or legal counsel.

### **Section 3 – Public Comments**

- 3.1 The Public Comments section of the Agenda is intended to allow audience members to comment on matters pertinent to the duties of the BOER. Personal disagreements with individual BOER members or the Elections Director are not matters of public concern and will not be tolerated.
- 3.2 At the appropriate time in the meeting, the Chairman will call for those wishing to address the BOER.
- 3.3 A maximum of ten (10) speakers shall be allowed to address the BOER at each regularly scheduled meeting. Prior to speaking, each speaker shall sign-up to do so prior to the start of the meeting. Each speaker will be called to address the BOER based on a first-come basis. No prior reservations will be taken for these slots. Each speaker is limited to three (3) minutes. Time shall be kept by the Parliamentarian. The Chairman will ask the speaker to state their name and address to record into the official minutes.
- 3.4 Every speaker will be respectfully heard by the BOER without public display or approval or disapproval from the audience. The BOER will not engage with the speaker during or after his or her comment. The BOER will listen to any questions or comments and take them into consideration and may additionally request that any issue of concern be added by the Chairman to the next agenda.

### **Section 4 – Public Hearings**

- 4.1 The BOER is required to hold a public hearing for certain matters to allow citizens to provide feedback regarding the issue being considered. Prior to speaking, each speaker shall sign-up to do so prior to the start of the meeting. Each speaker will be called to address the BOER based on a first-come basis. No prior reservations will be taken for these slots. Once the Elections Director has presented the issue, both proponents and opponents shall be afforded a maximum of twenty (20) minutes (per side). Each speaker is limited to three (3) minutes. Time shall be kept by the Parliamentarian. The Chairman will ask the speaker to state their name and address to record into the official minutes.

- 4.2 If the BOER feels that more time should be allotted to the issue being discussed in public hearing, it may vote to give equal additional time to proponents and opponents of the issue.
- 4.3 Every speaker will be respectfully heard by the BOER without public display or approval or disapproval from the audience.

**Section 5 – Other**

- 5.1 While everyone has the right to disagree, members of the audience that are continually disruptive to and disrespectful of the purpose of the meeting, participants in the meeting, and each other are politely and respectfully urged to refrain from their actions or shall be asked to leave the meeting.