

**NEWNAN-COWETA COUNTY AIRPORT AUTHORITY
RULES GOVERNING REGULARLY SCHEDULED MEETINGS**

The following rules are designed to promote a fair and open process for the Newnan-Coweta County Airport Authority meetings.

Section 1 - General

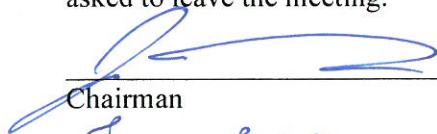
- 1.1 The location of the Rules Governing the Regular Meetings will be announced at the beginning of each meeting.
- 1.2 The Authority will follow *Robert's Rules Order* with the legal counsel serving as Parliamentarian.

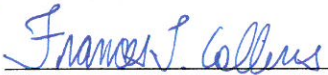
Section 2 – Agenda

- 2.1 In coordination with the Airport Manager, Clerk, and Authority Members, the Chairman shall establish the meeting agenda for regularly scheduled meetings.
- 2.2 The Chairman shall recognize any Authority Member wishing to bring forth an issue not on the agenda. If the issue is determined by the Authority to be pertinent, the Authority 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, Airport Manager, or legal counsel.

Section 3 – Public Comments

- 3.1 The **Public Comments Regarding Items on the Agenda** section of the Agenda is intended to allow audience members to comment on matters for discussion before the Authority. The **Public Comments Regarding Items Not on the Agenda** section of the Agenda is intended to allow audience members to comment on matters not on the final agenda.
- 3.2 At the appropriate time in the meeting, the Chairman will call for those wishing to address the Authority. Comments will be heard regarding items on the agenda prior to a decision by the Authority.
- 3.3 Each audience member interested in addressing the Authority shall stand. The Chairman will ask the audience member to approach the microphone and state their name and address for the Clerk to record into the official minutes. **Each speaker is limited to three (3) minutes per issue.**
- 3.4 Every speaker will be respectfully heard by the Authority without public display or approval or disapproval from the audience.
- 3.5 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.



Chairman


Clerk

January 12, 2024
Date