

**HEARD COUNTY COMMISSION
PUBLIC MEETING RULES AND REGULATIONS
RULES FOR REGULARLY SCHEDULED COMMISSION
MEETINGS**

The following rules are designed to promote a fair and open process for the administration of the Heard County government meetings:

1. Rules and Procedures will be made available at the beginning of each meeting and will be posted on the bulletin board outside the meeting room and on the Heard County website at www.heardcountyga.com.
2. All citizens addressing the Board (except at the Public Comments Section) must request to be placed on the agenda, must state the topic of discussion, and must make the request to the Commissioner's office by 12:00 noon on Wednesday one week prior to the Thursday meeting date.
3. At all meetings of the Heard County Board of Commissioners, a time restraint of five (5) minutes is placed on each instance with each instance limited to one issue. Piggy-back speakers will not be allowed under the five (5) minutes, one issue rule. Each speaker must state their name and address for the record and must address the Board at all times.
4. Every speaker will advise the Board of Commissioners on the issue furnished for Agenda purposes. Every speaker will be respectfully heard by the Board without public display of approval or disapproval from the audience.
5. The Public Comments Section of the Agenda is intended to allow audience comments on matters on the agenda for discussion at each meeting. These comments will be heard prior to consideration of the agenda item by the Board, thereby prohibiting discussion between the audience and the Board when that item is reached on the agenda. Each participant is limited to two (2) minutes per issue.
6. While everyone has the right to disagree, members of the audience who are continually disruptive and disrespectful of the Board, the purpose of the meeting, and other participants in the meeting, will be asked to leave the meeting room.
7. Commissioners must yield the floor to the Commissioner speaking.
8. The Commission Chair, as presiding official of the Board, may impose time limits and any procedures deemed necessary for the effective operation of the Commissioners meeting.