**NLR BOARD OF ADJUSTMENT**

**MEETING PROCEDURES**

1/1/2019

**Public Hearings:** The regularly scheduled meeting is held on the last Thursday of each month at 1:30 PM in the Planning Department Conference Room. All meetings are open to the public. Typical meetings begin with a roll call, approval of minutes, correspondence and staff reports, committee reports, unfinished business, new business, public comments and adjournment.

**Voting:** There are 5 Commissioners. A quorum consists of 3 members. “Robert’s Rules of Order” apply unless the Board has outlined alternative procedures. All business must be approved by a minimum of 3 votes.

1. No person shall address or approach the Board without first being recognized by the Chair.
2. After being recognized, each person shall state their name and address for the record.
3. All questions and remarks shall be addressed through the Chair.
4. When a group of citizens is present to speak about an item, a spokesperson may be selected by the group to address the Board. If each individual of the group wishes to speak, the Chair may limit each presentation to 3 minutes.
5. All remarks shall be addressed to the Board as a whole and not to any individual member.
6. No person other than members of the Board and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the Chair.
7. Once the question is called, no person in the audience shall address the Board on the matter without first securing permission to do so by a majority vote of the Board.
8. At least 24-hours prior to the Board meeting, anyone wishing to submit exhibits for the record shall provide staff with copies for each Board member, one for staff to place in the permanent file, and one for the legal department.
9. At least 24-hours prior to the Board meeting, anyone wishing to read a statement into the record shall provide staff with a written copy of the statement.