

THE CITY OF CHESAPEAKE BOARD OF ZONING APPEALS

RULES OF ORDER AND PROCEDURES

NO FOOD OR BEVERAGE ALLOWED IN THE CHAMBERS PLEASE TURN OFF CELL PHONES

The Chairman shall preserve decorum and order and shall decide all questions of order. No BZA Member shall personally attack, malign, or impugn the character or integrity of citizens, representatives, staff or other Board Members who speak before the Board.

Any person addressing the Board shall respectfully address the Body, confine himself/herself to the questions under consideration, avoid personalities and refrain from vulgarity, for failure to conform; he/she shall be declared out of order by the Chairman and shall forthwith yield the floor.

When a Board Member wishes to question a speaker, he/she must be recognized by the Chairman who will call the speaker to the podium. When questions are raised, the Chairman may attempt to answer or to designate someone to answer to eliminate all speaking at one time.

The BZA Chair calls the public hearing to order and makes a request for the BZA Secretary to Call the Roll.

The BZA Secretary proceeds with the Roll Call.

The Board votes on the minutes from the previous meeting.

The BZA Secretary calls forth each BZA agenda item and calls forth any proponents and opponents to the BZA agenda items.

1. The proponents and opponents of an application will be requested to fill out a speaker card, located at the entrance of the Council Chambers, and submit same to the Secretary prior to the opening of the meeting. **Speaker cards must be turned in to the Secretary by 6:30 PM in order to address the Board.** Failure to submit a card by the start of the meeting at 6:30 PM will result in the forfeiture of speaking time, unless the Board grants special permission for good cause shown.
2. The proponents and opponents of an application will be called by the Chair to present their comments. The Chairman will grant each speaker three (3) or five (5) minutes to present comments to the Board.
3. Each person appearing before the Board is requested to state his/her name and address at the beginning of his/her presentation.
4. The Board asks that speakers not be repetitive or redundant in their comments.
5. No rebuttal shall be permitted. Clarification may be requested by the Board Members.
6. No "running" debates between various parties will be permitted by the Chair.
7. Anyone having maps, graphs, pictures, etc., to present to the Board shall pass them to the Secretary for distribution to the Board.
8. Upon motion by a member of the Board, the meeting may end at 11:30 p.m. and all unfinished business shall automatically be continued to the next scheduled meeting. The Chair shall announce the time and date of such meeting.