

CHAPTER 204

BOARD OF COMMISSIONERS PROCEDURES

204-1. Agenda--Procedure for Preparation

- (A) Agenda items for Board of Commissioners meetings shall be compiled by the Auditor from requests submitted by the individual Commissioners, Elected Officials, Department Heads and County Attorneys.
- (B) The sponsor of an agenda item shall fully complete an information sheet on a form prescribed by the Commissioners' Office, attach it to the document which is being presented for action at the meeting and submit them to the Auditor by noon on the Thursday preceding each Wednesday Commissioners' meeting.
- (C) The President of the Board of Commissioners, or in his or her absence, the Vice President or the Commissioners Administrator shall approve the agenda for the Auditor.
- (D) The meeting agenda and documents for action shall be distributed to the Commissioners' and made available to the public by noon on the Monday preceding each Wednesday Commissioners' meeting. The meeting agenda shall also be posted on the Monroe County website at the same time.
- (E) After the meeting agenda is distributed, changes to it shall be approved by a majority vote of the Board of Commissioners at the meeting.

204-2. Agenda--Public Statements and Petitions

(A) Non-Zoning Agenda Items

- (1) The President of the Board of Commissioners, or in his or her absence, the Vice President, shall introduce each item of business, followed by a motion and second to approve the item.
- (2) The item is presented by its sponsor or other representative. (no time limit)
- (3) Members of the public will be invited to speak in favor or in opposition to the item, with a time limit of three (3) minutes per person, but this time limit may be enlarged by a majority vote of the Board of Commissioners.
- (4) After all comment on the item has been received, the individual Commissioners may state their own position, followed by a vote to approve the item.

- (5) If any item fails to receive a majority vote for approval or disapproval by the Commissioners, the item will be continued until their next meeting.
- (6) Any Ordinance which is offered for passage at the same meeting in which it is introduced must be approved by a unanimous vote of the Commissioners present. This provision shall not apply to Zoning Ordinance Amendments.

(B) Zoning Ordinance Agenda Items

- (1) The President of the Board of Commissioners, or in his or her absence the Vice President, shall introduce Ordinances which change the zone maps or amend the text of the Monroe County Zoning Ordinance, followed by a motion and second to approve the item.
- (2) The Zoning Ordinance amendment shall be presented by the staff of the Planning Department. (no time limit)
- (3) The Petitioner or his/her representative may make a further presentation for a proposed ordinance to change the zone map of the Zoning Ordinance (no time limit).
- (4) Supporters of the petition to change the zone maps of the Zoning Ordinance shall be allotted a total of fifteen (15) minutes to state their position, with each speaker being allowed a maximum of three minutes.
- (5) Opponents of the petition to change the zone maps of the Zoning Ordinance shall be allotted a total of fifteen (15) minutes to state their position, with each speaker being allowed a maximum of three minutes.
- (6) The Petitioner or his/her representative shall be allotted a maximum of five (5) minutes to conclude presentation of the ordinance.
- (7) Time used to answer questions asked by the Commissioners or the Planning Department of any speaker shall not be deducted from their allotted time.
- (8) Time limits imposed by this subsection may be changed by a majority vote of the Board of Commissioners.
- (9) After all comment on the item has been received, the individual Commissioners may state their own position, followed by a vote to approve the item.
- (10) If any proposed amendment to the Zoning Ordinance fails to receive a majority vote for approval or disapproval by the Commissioners, it will be continued until their next meeting.

204-3. Public Hearings

In the event that Indiana law requires a public hearing for any agenda item, the Board of Commissioners may establish reasonable procedures for receiving comment which are

appropriate to the subject matter and the number of persons wishing to be heard.

204-4. Public Comment

The agenda of the Commissioners' meeting shall be the hearing of statements or petitions from the public for matters which were not on the agenda. A maximum of three (3) minutes shall be available for each speaker, but this time limit may be changed by a majority vote of the Board of Commissioners.

[end of chapter]