



## **Meeting Procedures**

- **Chairperson calls the meeting to order and announces the meeting has been advertised pursuant to PL Chapter 231, also known as the “Open Public Meetings Act”;**
- **Flag Salute and Roll Call;**
- **Chairperson calls the first applicant to present their proposal. Following their presentation, the Chairperson requests comments and reports from the Board’s professionals. Board members ask questions of the applicant and the professionals;**
- **Via Board Motion, the meeting is opened up for Public Comment;**
- **Public comment is taken, and responded to as necessary;**
- **Via Board motion, the public portion is closed;**
- **Applicants summarize their case;**
- **The Board, with assistance from their Attorney, frames a motion;**
- **The motion is made and seconded, followed by discussion and fact findings;**
- **The vote is taken to approve or deny.**
  
- **It is the board’s intention to hear all of the applications scheduled.**
- **The order of the agenda may be changed at the discretion of the chairperson.**
- **In accordance with the rules and procedures of the board (25-900.2), no new applications will be called after 10:00 pm.**
- **This meeting will be adjourned no later than 11:00 pm.**
  
- **It is the custom of the board members to routinely visit the site requesting variance relief.**