

**RESOLUTION ESTABLISHING A PUBLIC HEARING PROCEDURE POLICY
FOR QUASI-JUDICIAL PUBLIC HEARINGS**

WHEREAS, Section 3 of the Town of Elizabethtown Zoning Ordinance supports that Town Council is required to hold a quasi-judicial public hearing to gather testimony regarding an issue; and,

WHEREAS, Town Council desires to adopt a formal procedure for all quasi-judicial public hearings in order to make the process efficient, organized and fair to all concerned;

NOW THEREFORE, the Elizabethtown Town Council adopts the following policies for quasi-judicial public hearings:

1. Anyone who wishes to speak during a public hearing must sign up in the Council Chambers before 7:00 p.m. The sign-up sheet will be collected by the Town Clerk at 7:00 p.m. and only those signed up will be allowed to speak. The sign-up sheet will be available to the public prior to the meeting on a table located at the back of the Council Chambers.
2. Sign-up sheets shall be divided into the following three columns: in favor of the proposal, against the proposal, and other. Any individual wishing to speak must sign underneath the column that describes their position in the matter. Once the Mayor opens the Public Hearing, he will begin with those signed up in favor of the item, followed by those against the item and finally any other individuals wishing to speak.
3. Any individual that presents testimony during a quasi-judicial public hearing must be sworn in by the Town Clerk or Mayor before proceeding.
4. Verbatim minutes of quasi-judicial public hearing discussion are required. Therefore, individuals should speak loud and clear in order to assist the Town Clerk in making an accurate report of the discussion.
5. Individuals signed up to speak will be allowed three (3) minutes each to address Council. In the event that the general consensus of those signed up appoint a single representative to speak on their behalf, such representative will be allowed five (5) minutes to address Council. No individual may transfer or waive their opportunity to speak in order to allow another individual additional time to speak.
6. There shall be absolutely no rebuttals from any side of a matter. Individuals shall have a single opportunity to present their information and will not be allowed to re-address Council.
7. The Mayor and members of Town Council reserve the right to ask questions in order to gather information; however, the Mayor and Council members shall not be required to respond to any questions from those speaking.

Adopted this 6th day of May, 2002.

Kenneth R. Kornegay, Mayor