

RTP Roundtable Rules of Order

1. Chair reads/introduces the item into the record.
 - Staff presents its report.
 - Members may ask questions to clarify the report and presentation.
2. Chair opens the public portion of the meeting.
 - Applicant, if any, presents its report.
 - Speakers in favor of the project.
 - Speakers opposed to the project.
 - Members may ask questions to clarify the testimony.

When it appears to the Chair that there are no further speakers, the Chair may ask “are there any other speakers or additional information for the benefit of the Committee?” If none, the Chair closes this portion of the hearing and brings the question to the Committee.

- Chair closes the public portion of the meeting.

3. Committee deliberation.

Additional questions or statements from the public at this time are out of order.

- At this time, Commission may ask questions of staff to clarify information in the report or to address questions raised during the testimony.
- Motion is made by a member.
- Motion is seconded by another member.
- Commission discussion of the motion.
- Chair calls for the question.
- Staff repeats the motion, identifies the motion-maker, and second, conducts a roll call or voice vote.
- Item is complete.