



**PLANNING AND ZONING BOARD
BOARD TRAINING
MONDAY, March 25, 2024 - 6:00 PM**

AGENDA

Planning Board Training Topics of Discussion

1. Roberts Rules of Order

Making a Motion

Public Hearing Comments

Chairman's Role in Asking for and Counting of Motion

2. NCGS 160D-604 (b)

3. Audience Participation

Time Limits

Speaking from Podium

Chairman's Role in Audience Participation

4. Discussion of Items/Board Member Conduct During Meetings

5. Role of Board Members

Being Prepared for Meetings

Asking Questions of Staff Prior to Meetings

The public is invited to address the Planning Board with comments or concerns. Public comment is limited to three (3) minutes per individual. Speakers are required to sign in at the podium and are required to adhere to Planning Board Policy Titled: "Policy Governing Comments from the Public at Town Meetings".