

**RIVER PARISHES TRANSIT AUTHORITY
PUBLIC HEARING RULES
(as opposed to Public Meeting)**

1. Public hearings shall be advertised a minimum of ten (10) days prior to the date of the scheduled hearing date.
2. At least one member of the Board shall be present for the conduct of public hearings.
3. The Chairman, Vice Chairman or in their absence another member of the Board shall preside at the hearing.
4. The presiding member of the Board shall call the public hearing to order at the prescribed time.
5. A summary statement explaining the topic of the hearing shall be read after which the Chair shall open the floor for comments from the general public.
6. Each speaker shall provide his or her name, address and name of agency or group being represented if appropriate, for the record.
7. All speakers shall address the chair and only one person shall be allowed to speak at a time.
8. Comments shall be limited to those pertaining to the topic of the public hearing. Speakers shall not address others in the audience.
9. Each speaker shall be allowed 5 minutes.
10. Written comments on the matter shall be received for three working days after the close of the public hearing.
11. All comments received shall be taken under advisement and reviewed during the course of addressing the particular matter for which the hearing was called.
12. A summary of comments received shall be prepared and presented to the Board.