

## Public Participation during Hearings

**Public Participation.** Any person present desiring to be heard upon a matter which is the subject of a specific public hearing shall be given one opportunity to be heard.

**Time Limits of Public Participation.** The time limit for public presentation will be determined by the Chair, shall be uniform for all speakers, and shall be strictly enforced.

**Late Written Material (after the 12 noon deadline, Friday preceding the hearing).** No more than two pages of written information are allowed to be submitted when a person presents. That person or a representative for that person must orally comment and provide fifteen copies of the written material.

### **Procedures for Public Comments:**

- Members of the public wishing to speak must sign in on the sheet provided.
- The Chair, or someone directed to do so, will call the next speaker to the microphone. When there are many members of the public wishing to testify, the next 3 speakers up on the list will be alerted as in “next is Speaker A, on deck is Speaker B and following will be Speaker C”. This will give speakers time to come forward (or into the room if waiting elsewhere) and wait in the designated spot(s).
- The seat for the member of the public testifying is the one at the furthest left of the dais, facing the public. Additional seats for upcoming speakers are reserved in the front row, when there are many wishing to speak.
- When it is your turn to speak, state your name and place of residence.
- Members of the Commission may direct questions to speakers so as to obtain clarification.
- Speakers wishing to ask questions of staff or the applicant must direct them to the Chair. The questions may not be argumentative.
- Once public participation is closed, it cannot be reopened except by six votes.
- Telephonic participation by a member of the public is not permitted, however a representative can be sent to present on the behalf of someone not able to attend the meeting.

To read the Planning Commission’s Rules of Order visit <http://www.juneau.org/plancom/documents/RulesOfOrder.pdf>