When you are recognized by the Meeting Moderator, (Mayor, Moderator or Commission Chairperson), please come to the podium.
  o State your name and address for the record.

If you have written information, it should be presented to the Secretary/Treasurer prior to going to the podium.

Speakers will have 5 minutes to state their information.
  o If the speaker has provided written information, the document should not be read, instead a summary or overview should be presented.
  o Speak to the subject of the hearing, and state your reasons for or against the subject.

Subsequent speakers should present new information, rather than repeating the information presented by previous speakers.
  o If you wish to support, or disagree with, a previous speaker’s position, please state that fact, “I also support, or am against the issue for the reasons, previously stated by………”

If members of the Council or Commission have questions for the speaker, the time used to ask and answer, are not subtracted from the speaker’s 5 minute allocation.

Members of the Council or Council or Commission will not testify, comment or respond to questions, during the Public Hearing.
  o Once the hearing is closed and a motion is on the table, the Council or Commission will have an opportunity to discuss the issue prior to voting. (per Roberts Rule of Order)