Public Hearing Procedures for the Transportation Commission (TC)
September 7, 2022

1. TC will follow City BCC rules and procedures, Roberts Rules of Order, and TC Special Rules.
2. Members of the public who wish to speak at the public hearing must be registered in the city's on-line system for the public hearing, which can happen before the meeting or at the meeting. We are working on resources to help people without smartphones or computer access get registered in the City's on-line system for City meetings and public hearings.
3. TC Chair should briefly identify the subject or subjects under consideration at the public hearing, and explain the process that will be followed.
4. Staff should provide an oral report to the Commission summarizing the proposal(s) and staff's recommendation(s).
5. TC Chair shall open the public hearing and may call for alternate appearances for and against the subject under consideration. The name, Alder District, and any entity a registrant is representing shall be stated. Registrants representing an entity (e.g. organization, business, etc.) may list a relevant address related to that entity, rather than a home address.
6. According to the TC Special Rules as approved on June 8, 2022, "Members of the public providing comments at Public Hearings shall be permitted up to five (5) minutes to speak. Individuals who require an interpreter at Public Hearings may be allowed up to ten (10) minutes to speak. Although the Commission is not required to notify all potentially interested parties of such Public Hearings, staff will make every effort to give pre-notification to those who may be interested or impacted. In order to carefully consider any information received during a Public Hearing, the Commission will not take action on that subject matter until a future Commission meeting."
7. TC Chair shall endeavor to keep testimony focused, and to maintain the decorum of the meeting above reproach.
8. Should a member of TC wish to allow a speaker more than the permitted time to finish testimony, a motion may be made to suspend the rules. Should the motion be approved, the speaker will be allowed the additional time requested.
9. According to M.G.O 33.01(8)(d): "Every Sub-unit, whether created by ordinance, resolution, or order shall permit any member of the Common Council to take part in its deliberations and to speak on any agenda item." TC agenda may be posted with a notification similar to the following: "Public Hearing Only. Item to be adjourned to the next Transportation Commission meeting for Commission deliberation and vote. No discussion will occur regarding this item; and no action will be taken by TC at this public hearing on this item." In this case, TC may see Non-Commission Alders register to speak at the public hearing. They would be allowed the same permitted time as others offering testimony, unless the rules are suspended.
10. No argumentative questioning of the Commission or speakers shall be permitted, and no member of the public may question another speaker. Speakers may direct questions to the Chair during their testimony; and questions will be noted, and may be answered at the appropriate time during the hearing. Any Commission member (including alternates) or Non-Commission Alders may question a speaker on the facts presented or for clarification of a statement made.
11. If the hearing is still open and the Commission wishes to refer the matter to a future hearing, the Chair should ask for a motion to recess the public hearing.
12. Upon conclusion of the public statements, the Chair shall thank all for their interest and attendance and close the public hearing. Once the hearing is closed, no member of the public may speak unless the Commission votes to suspend its rules for this purpose.
13. Unless the TC agenda has been posted with a notification similar to the following: "Public Hearing Only. Item to be adjourned to the next Transportation Commission meeting for Commission deliberation and vote. No discussion will occur regarding this item; and no action will be taken by TC at this public hearing on this item," Commission members (including alternates) and Non-Commission Alders may then ask questions of staff and engage in discussion on the topic. However, per TC Special Rules, "the Commission will not take action on that subject matter until a future Commission meeting."
14. If the public hearing has been closed, and the Commission wishes to hear further testimony the Chair should either:
    a. Ask for a motion to suspend the rules and allow further public testimony; OR
    b. Ask for a motion to reopen the public hearing. If the public hearing is reopened, after the additional public testimony is heard, the Chair needs to again close the public hearing.