

General Meeting Proceedings & Rules

The following procedures and rules have been established for in-person public meetings. These procedures and rules will continue with the scheduled virtual meetings to ensure a fair and orderly public hearing is achieved.

Properly submitted written testimony will be provided to the Board before the meeting. If you have questions, concerns or need assistance, please feel free to contact the Community Development Department at 785-587-2412 or email us at communitydevelopment@cityofmhc.com.

The city staff will first give a report of their analysis and provide recommendations. The report lists the criteria that govern this Board's decision. After the staff report, the hearing will be opened for other testimony. The applicant will speak first and may reserve rebuttal time. Following the applicant, any other interested person will be allowed to speak.

In order to conduct an orderly and efficient hearing, the following limits will apply:

- Applicant will be allowed 10 minutes to present their case.
- All other persons testifying will be allowed 5 minutes each.
- Applicant may then have up to 3 minutes rebuttal time.
- Board members may ask questions of speakers; those questions do not count against a speaker's time.

City staff will unmute and turn on the sharing of the applicant's camera for their testimony.

Following the applicant, City staff will then announce attendees' names or phone numbers, as they occur in sequence in the meeting attendees list, and unmute their microphone or phone and turn on the ability to view the camera.

When you provide your testimony, please state your name and address. If you would like to have visuals accompany your testimony, you will need to coordinate in advance with City staff. More information about submitting visuals to accompany your testimony can be found here (provide a link back to webpage)

Any testimony, argument, or evidence you give must be relevant to the agenda item currently before the Board.

Those testifying may not directly question staff or the applicant; all questions shall be addressed to the Chair, who will ask for responses after testimony is concluded. No one may return to the podium to provide additional testimony without permission from the Chair. Finally, no testimony can be accepted after the hearing is closed.

Following your testimony, your microphone will be turned off and your camera will not be visible.

Virtual Meeting Rules

A virtual public hearing creates unique challenges for the Board and City staff. These challenges include unnecessary or inappropriate disruptions to the public hearing or the display of inappropriate or vulgar images. Several instances have been reported across the country of public meetings forced to quit because of these disruptions or vulgar images.

Because of these potential issues, the following rules and procedures are being implemented for these public hearings.

- Only registered attendees are allowed to provide live testimony
 - o Written testimony may be submitted without registration. Please mail your written testimony to the Community Development Department, 1101 Poyntz Avenue, City of Manhattan, KS 66502 or by email to communitydevelopment@cityofmhk.com. Testimony must be received by 3:00 pm the day before the scheduled meeting in order to be compiled and sent to the Board members and provided to the public.
- All microphones and phones will be muted upon entrance to the public hearing.
 - o Microphones and phones will be unmuted one-by-one during the public comment period of the public hearing.
- All attendees' cameras (if using) will be turned off once an attendee enters the public hearing.
 - o An attendee's camera (if using) will be turned on one-by-one during the public comment period of the public hearing.
- The screen-sharing function will not be available to attendees.
 - o City staff and board members' will have the function to share their screen to provide presentations and ask questions.
 - o If an attendee would like to have visuals accompany their testimony, they will need to coordinate in advance with City staff. More information about submitting visuals to accompany live testimony this can be found here (provide a link back to webpage)

To prevent significant disruptions to the City Board's public hearings, the following will be grounds to be permanently muted during the meeting or even removed from the virtual meeting:

- Exceeding the time limits for testimony, stated above;
- Providing testimony that is not related to the public hearing;
- Cursing or using abusive or vulgar language during any part of the public hearing;
- Making disruptive noises or gestures during any part of the public hearing; or
- Sharing obscene or vulgar images during any part of the public hearing.