

Rules and Time Limitation For Public Hearings Before The City of Concord City Council

In order to promote discussion, allow public input, maintain order and fair allotment of time to interested parties and avoid unnecessary repetition, the City Council has adopted the following time limitation policy for all public hearings:

- City staff will initiate the hearing with a brief description and the recommendation;
- The Proponents will present their case. A total of 21 minutes shall be allotted for the presentation. Individuals limited to three (3) minutes per person, a spokesperson may use all twenty-one (21) minutes if agreed by the proponents.
- The Opponents will present their case. A total of 21 minutes shall be allotted for the presentation. Individuals limited to three (3) minutes per person, spokesperson may use all twenty-one (21) minutes if agreed by the opponents.
- In the event more than 7 separate and distinct opponents wish to present testimony, each speaker will be allotted three (3) minutes until each speaker signed up has been allowed to speak. The Proponent will then be allotted additional time to equal the amount of time used by all Opponents. This additional time shall be in addition to already allotted rebuttal time.
- A total of five (5) minutes will be allowed to both proponents and opponents for rebuttal.

(Please note that as the Council asks questions of the speaker, the time clock will be temporarily stopped until the question is answered and the speaker continues his presentation.)

The City Council, following a majority vote, and if it believes that a particular situation warrants it, may extend the time; provided that the extension affords equal time to both sides, or it may waive the rules on time limitations,.

A staff member will indicate to each speaker when they have one minute remaining with a yellow light and when their allotted time has expired with a red light and a beep. Each speaker is asked to carefully monitor the signals so as not to infringe on another speaker's time.

* If a particular situation warrants more time, the City Council, following a majority vote, may extend equal time to both the proponents and opponents.

In addition to these time limitation, the City Council establishes the following rules for public hearings:

1. Speakers will provide contact information to the clerk prior to speaking;
2. Speakers must come to the podium to make their remarks; special accommodations will be made for persons with disability with appropriate advanced notice to the clerk;
3. Audience members who are not at the podium and have not otherwise been recognized by the City Council, shall not speak out;

4. Speakers will clearly state their names;
5. Speakers will be concise;
6. Speakers will avoid repetition;
7. Speakers shall adhere to the time limit;
8. Speakers may only speak once per public hearing;
9. Unused minutes are not transferable to other speakers;
10. Individuals will designate a spokesperson for large groups when possible;
11. Speakers will direct comments to the council and not to the proponents, city staff or other audience members.
12. Any materials a speaker wishes to present to City Council shall be provided to the City Clerk.

Failure to abide by these rules may result in removal from the hearing chambers.