

## **Rules for Participating in Discussions at Planning Commission Meetings**

Meetings of the Planning Commission are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions or ask questions about matters considered by the Planning Commission, so long as order is maintained according to these rules, based on the Rules of Procedure adopted in 2022:

1. At each meeting, there shall be a period of time for public comments or questions; the timing of that period is at the Chair's discretion. The Chair may extend or reduce this period of time as necessary. Speakers may participate at other times throughout the meeting but only when recognized by the Chair.
2. Order and decorum shall be observed by all persons present at the meeting. Neither members of the Commission, nor members of the public, shall delay or interrupt the proceedings or the peace of the meeting, or interrupt or disturb any member while speaking. Members of the Commission and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
3. For Zoom participants:
  - If you want to speak about a topic, first make sure your video is on, then raise your hand when you want to speak. Wait for the Chair to recognize you.
    - Zoom participants can raise their hand by doing the following:
      - Windows: Hold down the Alt key and tap the Y key on your keyboard to raise your hand.
      - Mac: Hold down the Option key and tap the Y key on your keyboard to raise your hand.
    - When you have finished speaking, use the same keys on your keyboard to lower your hand.

We will do our best to keep track of hands raised on Zoom and let the Chair know who the next person with their hand up is, so that the Chair can recognize them and let them speak, if the Chair wishes.